

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Wastewater Plant Superintendent **FLSA:** Exempt **DATE:** 10/28/2025
DEPARTMENT: Utilities **DIVISION:** Wastewater Plant **GR:** 113
REPORTS TO: Deputy Utilities Director **APPROVED:** _____ **JOB CODE:** 7079

GENERAL DESCRIPTION:

Under general direction, supervises a group of plant operators and personnel engaged in a wide variety of work involving the operation and maintenance of an advanced wastewater treatment facility, and related equipment. Work varies and requires significant interpretive judgment within prescribed standards and procedures.

TYPICAL DUTIES:

- Plan, schedule and supervise the operation and maintenance of an advanced wastewater treatment plant and related equipment.
- Administer the safety program; investigate accidents and recommend preventative actions.
- Liaison with maintenance, laboratory, and operations personnel to assure the treated wastewater meets established standards of quality.
- Prepare employee shift schedules and work assignments; evaluate personnel performance as required.
- Assist in preparing, analyzing, and filing paper and digital operational, state, and federal reports.
- Maintain and enforce a preventative maintenance program.
- Assist in long-range planning, budget preparation, and budget control.
- Receive and process complaints and take appropriate actions.
- Operate the plant in the event of a temporary operator shortage.
- Active participation in City's Continuous Process Improvement (CPI) Program.
- Utilize computer-based software to evaluate and analyze facilities operations to achieve compliance with all relevant federal, state, and local regulations including environmental guidelines.
- Respond to after-hours emergencies as needed, and perform other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

- Responsible for supervising a group of wastewater plant operators and assigned personnel.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D.
- Five (5) years of progressive experience with advanced wastewater treatment or related work preferred.
- Two (2) years of experience in a supervisory capacity preferred.
- Possession of or obtain a Kansas Class IV Wastewater Operator Certificate within one (1) year after Kansas Department of Health and Environment (KDHE) examination eligibility to obtain certification.
- Must possess a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

This position has a 40-minute response time by way of the most direct route and within the posted speed limits or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL DAILY JOB FUNCTIONS:

Establish and maintain working relationships with employees, officials and the public (Daily)

Establish and enforce safety practices (Daily)

Effectively assign and supervise personnel (Daily)

Apply the knowledge of materials, equipment and procedures to effectively operate a wastewater treatment plant (Daily)

Organize files and maintain accurate paper and electronic records (Daily)

ESSENTIAL DAILY JOB FUNCTIONS (CONTINUED):

Maintain and conduct effective system and equipment maintenance programs (Daily).

Review operation, lab, and regulatory reports (Daily).

Maintain current knowledge of KDHE and Federal wastewater treatment regulations (Daily).

Order chemical and maintenance inventory products (Weekly).

Utilize computer to monitor and control operation of the wastewater treatment plant (Daily).

Read utility maps and operating instructions (Daily).

Assist in preparing sound and accurate budget recommendations and maintain expenditures within budget (Daily).

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required.

Walking: Extensive amount required.

Stooping/Bending: Frequently.

Stand/Sit: Sit about 20 percent of the time.

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential job functions.

Color Vision: Adequate to perform essential job functions.

Hearing: Adequate to perform essential job functions.

Speech: Frequently express ideas and be understood.

Eye/Hand/Foot Coordination: Occasionally operates precision equipment.

Manual Dexterity: Frequently operates valves, switches, precision equipment, etc.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside.

Cold/Heat: Adverse conditions possible.

Wet/Dry: Adverse conditions possible.

Noise/Vibrations: Equipment noise.

Hazards: Moderate exposure to chemicals.

Fumes/Dust/Odors: Frequent exposure to fumes, odors, and dust.

Infectious Diseases: Moderate exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically written material.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written records.

Ability to understand and apply mathematical concepts accurately.

Ability to utilize electronic media devices.

Ability to work in stressful situations.

Ability to meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer based SCADA and asset / preventative maintenance software program, computers, digital laboratory and maintenance test equipment, confined space equipment and lock-out/tag-out equipment, hand and power tools, tablets, telephone, trucks, two-way radio, and vehicles.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.