

CITY OF RIVER FALLS  
JOB DESCRIPTION

**Waste Water/Water Superintendent**

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**DEPARTMENT:** Utility  
**REPORTS TO:** Utility Director

**FLSA STATUS:** Exempt  
**DATE:** September 2021

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**SUMMARY**

Performs a variety of responsible tasks in the supervision, administration, operation, and maintenance of a municipal Water System and Waste Water Treatment Facility, including water supply, water treatment, waste water treatment, water storage, waste water storage, distribution systems, lift stations for both water and waste water, metering, and collection systems.

The Waste Water/Water Utility Superintendent manages all aspects of operations for:

- The Water Utility, including water supply, treatment, storage, distribution and metering.
- The River Falls Wastewater Utility facilities, including the wastewater treatment plant, collection systems, lift stations.

The water and wastewater utilities serve customers in the corporate boundaries of the City of River Falls.

The Superintendent is responsible for coordinating and directing the water utility and wastewater treatment operators, and for compliance, implementation and reporting to all governing agencies. The incumbent performs duties as needed under the general supervision of the Utility Director, while exercising considerable judgment and discretion in accomplishing Department objectives.

**ESSENTIAL JOB FUNCTIONS**

- Comprehensive knowledge of modern water utility and wastewater treatment plant operations and maintenance principles
- Comprehensive knowledge of principles and practices of public utility administration
- Comprehensive knowledge of applicable federal and state regulations
- Manage the operations and employees of the two utilities economically and efficiently, while dealing in a positive manner with other municipal employees, elected and appointed officials and the general public.
- Strong working knowledge of
  - The functions and mechanics of pumps, controls and other specialized equipment and machinery; electricity, plumbing, chemistry, biology and laboratory procedures as they relate to water and wastewater treatment
  - Computer and other automated operating system for water and/or wastewater activities.
  - ARC/GIS
- Coordinates administrative services, working with other City staff, officials, and consulting engineers, for the Water and Wastewater Utilities.
- Supervises the necessary maintenance and repairs of water and wastewater facilities
- Makes recommendations to the Utility Director and Utility Advisory Board to maintain and improve the facility structure and operations of both (wastewater) (water) utilities.
- Maintains documentation on the certification status of the water and wastewater treatment operators and assures that required certifications are maintained.
- Evaluates the performance of the water and wastewater treatment operators and makes any necessary recommendations related to performance.
- Assist with the development of the annual water and wastewater utility department budgets.
- Works with the Utility Director to maintain adequate usage rates and revenue streams to provide necessary funding for anticipated expenditures and required fund contributions.
- Responsible for assisting in the planning, budgeting, supervision and coordination of all water and wastewater

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treatment public construction and maintenance projects and offers input toward creation of any long-range capital improvement plans.

- Identifies and negotiates with state and federal funding sources for water or wastewater treatment projects.
- Maintains required documentation of plant operations, equipment, lift stations, Wisconsin DNR standards and submits said documentation and other required reports in a timely manner.
- Maintains the wastewater collection system and treatment facility in sound operating condition by supervising the performance of preventative maintenance, repairs, emergency repairs and operational activities required to meet all standards defined by permits issued by the Wisconsin DNR. In times of inadequate staffing, may be required to assist in the operation of the water facilities or wastewater treatment plant and related facilities.
- Attends Public Utility Advisory Board meetings and City council when requested by the Utility Director
- Attends a variety of local, regional and state meetings and seminars related to the effective operations of the facility.
- Attend Regional Bio solids meetings.
- Any and all miscellaneous duties which shall be assigned

The examples of work are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **QUALIFICATIONS – EDUCATION/EXPERIENCE**

#### **Minimum**

- Must possess and maintain the required levels of certification as established by the State of Wisconsin Department of Natural Resources both as a Waterworks Operator and as a Wastewater Plant Operator or equivalent certifications from another state with eligibility for reciprocity in Wisconsin. Partial certification may be considered, but full certification will be expected within 24 months of hire.
- 2-3 years of supervisor experience
- Valid driver's license

#### **Preferred**

- Associate's degree in wastewater treatment and/or water treatment or a Bachelor's degree in civil engineering, biology, chemistry, public information or related field
- 5-10 years of experience as a certified wastewater treatment operator and/or as a certified water operator
- Valid Class "B" Commercial Drivers' License

### **WORKING CONDITIONS**

Work is performed primarily in buildings and outdoor settings, in all weather conditions.

Work performed in an office environment includes exposure to computer screens. Primary functions require:

- Sufficient physical ability and mobility to work in an office setting.
- Sit and answer phones/use computer equipment on a continuous basis.
- On a frequent basis must be able to stand, walk, sit, talk and reach with hands and arms.
- Occasionally lift, bend, stoop and retrieve files and boxes weighing up to 25 pounds.
- Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.