

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Environmental Superintendent</b>
<b>Class Code Number</b>	<b>5160</b>
<b>FLSA Designation</b>	<b>Exempt (Executive)</b>
<b>Pay Grade and Range</b>	<b>37</b>
<b>Effective Date</b>	<b>September 2010</b>

### General Statement of Duties

Manages, supervises and coordinates all operations and maintenance of the Water, Wastewater and Household Hazardous Waste section of Solid Waste within the Public Works Department; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to organize and manage the Water, Wastewater Systems and related functions. The work is performed under the direct supervision of the Public Works Director but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of all employees in Water and Wastewater Systems operations. An employee in this class performs the duties of other employees in the Public Works Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State and Federal officials, outside contractors/consultants and the public. The principal duties of this class are performed in a general office environment, treatment facilities and an outdoor environment which may involve adverse weather conditions and related hazards.

### Examples of Essential Work (Illustrative Only)

- Supervises and coordinates the activities of the Water and Wastewater sections of the Public Works Department, including operation and maintenance, analytical laboratory and related monitoring and reporting;
- Hires, trains, supervises, evaluates and coordinates the work of employees involved in Water and Wastewater treatment and operations;
- Designs and implements policies for the efficient and effective treatment of water and wastewater;
- Prepares and monitors annual budgets for Water and Wastewater funds and the Household Hazardous Waste section of the Solid Waste Fund;
- Maintains a current knowledge of environmental regulations and regulatory proposals, including the Federal Safe Drinking Water Act and Clean Water Act and related state legislation;
- Ensures that all required reports to regulatory agencies for Water, Wastewater and Solid Waste systems are prepared and in compliance with existing permits;

- Manages permitting and/or regulatory for water, wastewater and solid waste systems;
- Provides information to the public and interested/affected parties regarding water treatment issues;
- Prepares, submits and manages and budgets for Water, Wastewater systems;
- Coordinates Public Works activities with other sections and/or departments that affect Water, Wastewater and Household Hazardous Waste activities;
- Coordinates inspections of construction and/or installation of capital projects, public and private projects with the Engineering Department and private contractors;
- Applies for and administers grants as necessary to expand current operations and procedures;
- Serves as an in-house consultant to other departments in the City and Borough of Sitka;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Comprehensive knowledge of the principles, practices, procedures, equipment and materials used in the operation of water and wastewater systems;
- Comprehensive knowledge of occupational hazards and necessary safety precautions applicable to water pollution control storage, treatment and discharge systems;
- Comprehensive knowledge of the chemical and physical processes for water and wastewater treatment;
- Thorough knowledge of safety regulations, protocols, principles, practices and procedures for water and wastewater treatment facilities, equipment and operations;
- Ability to schedule, prioritize, direct, supervise, motivate and evaluate the work of others;
- Ability to read and interpret blueprints and engineering designs for water and wastewater treatment and distribution and collection system maintenance activities;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to remain on call;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor’s Degree or equivalent in Civil Engineering, Sanitary Engineering, Biology, Environmental Engineering, Chemistry or a closely related field; and
- Considerable experience in water and wastewater operations at a supervisory level; or
- Any equivalent combination of experience, education and training which provides the knowledge and abilities necessary to perform the work.

**Required Special Qualifications**

- Ability to obtain a State of Alaska level III Wastewater Treatment Certification and a State of Alaska level II Water Treatment Certification within one (1) year of employment;
- Possession of a valid Alaska driver’s license.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to observe, monitor and evaluate water pollution control and water treatment plant equipment, maintenance operations, and control mechanisms and a personal computer;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate maintenance tools and equipment and automated and production control mechanisms;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to climb, enter and exit confined spaces, manipulate equipment and adhere to safety protocols in the inspection of facilities, maintenance projects and equipment;

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