

CITY OF TOLEDO

PUBLIC WORKS SUPERINTENDENT

Opening Date: October 24, 2016

Department: Utilities and Waste

Closing Date: Open Until Filled

First Review Date: November 10, 2016

Annual Salary: \$ 38,960 – 55,656

Job Summary

Plans, organizes and manages the day-to-day activities of the Water, Wastewater Utility, City Streets, and City Parks and is responsible for the on-going operation and reporting for the potable water systems and the wastewater treatment plants, consistent with all regulatory provisions.

Examples of Duties

Responsible for the daily operations and maintenance assignments, as needed, to sustain the operation of potable water and wastewater treatment facilities. This position plans and organizes workloads and staff assignments, reviews progress, quality of work, identifies changes in priorities and schedules, as needed, to assure services are provided in an efficient and timely manner. Responsible for preparing and submitting Daily Monitoring Reports (DMR's), Waste Load Assessments and other documentation, as required, to assure the efficient and effective operation of the Utilities Division and maintain compliance with City, Department of Ecology, Department of Health, and any other federal, state, and local laws or standards. Prepares the Utilities budgets, rate studies, and related financial analysis documents. Reviews and recommends adjustments to various rates, charges, and assessments, for the Water and Wastewater Utilities Division. Provides planning leadership and makes recommendations regarding short and long range plans for utility operations. Coordinates divisional activities in conjunction with other County departments and outside governmental agencies. Maintains interagency cooperation with all regulatory agencies and commissions. Responsible for reviewing permits, construction plans and specifications. Supervises new construction, rehabilitation and maintenance of water, wastewater, and storm water systems and solid waste facilities. Provides representation on various committees and before special interest groups; makes presentations and provides technical advice and assistance regarding utilities. Provides strong leadership and guidance to staff. Analyzes and recommends systematic approaches to the maintenance of existing facilities, equipment and operating systems of the division. Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.

Minimum Requirements

Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities, required to perform the job. A typical way to obtain the knowledge and abilities would be:

High School Diploma or GED and 5 years of treatment plant experience and a Group 2 (or higher) Wastewater Operators Certification. Two year of lead worker / supervisor experience required.

Valid Washington State drivers' license.

State of Washington Certification as a Group 2 Wastewater Operator

Water Distribution Manager (WDM) 1 or higher water system certification or ability to obtain in 1 year.

Application & Selection Process

Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge. Applicants will be screened based upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. **Only those candidates chosen for interviews will be contacted.** *This selection process may be subject to change.*

Submit Resume and Coverletter to:

City of Toledo
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