



HAINES CITY

POSITION ANNOUNCEMENT

POSITION TITLE: Wastewater Superintendent
DEPARTMENT: Utilities

DATE OPENED: 08/15/16
HIRING RANGE: \$41,873.26 to \$62,809.89 (Annual DOQ)

POSITION FUNCTION: Under the direction of the Utilities Director, manages the daily operations of the Wastewater Division to ensure the proper planning, maintenance and operation of the wastewater transmission, treatment systems, plants and other related facilities and appurtenances, as well as to ensure compliance of applicable Federal, State and local laws and ordinance and established guidelines and/or policies and procedures.

ESSENTIAL DUTIES:

1. Manages the daily operations of the Wastewater Division to ensure the proper planning, maintenance and operation of the wastewater transmission, treatment systems, plants and other related facilities and appurtenances, as well as to ensure compliance of applicable Federal, State and local laws and ordinance and established guidelines and/or policies and procedures. Responsible for the planning and development of treatment systems, plants and other related facilities and appurtenances to include vendor contract administration.
2. Manages regulatory reporting and compliance by developing and implementing procedures to ensure accurate sampling, testing, proper chain-of-custody records, and processing of data. Responsible to ensure that the appropriate processes of monitoring, maintenance and reporting are in place and maintained, and that all Federal, State and local regulatory, permitting, and licensing reporting is conducted within established time lines and deadlines.
3. Manages the selection and retention of Wastewater Personnel, to include training and development initiatives. Responsible for conducting performance evaluations and disciplinary processes and procedures within established organizational and department guidelines, policies and/or directives.
4. Manages the preparation, tracking and administration of the Wastewater Division's annual budget. Responsible for forecasting expenditures necessary and required to complete Division projects; the procurement of goods and services; and Personnel related costs.
5. Provides staff assistance to the Utilities Director by preparing and presenting department and project related reports during Staff, City Commission, Finance Advisory Board and other City related meetings. Responsible for representing the City on Recreation related advisory boards and/or meetings.
6. Performs additional duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES: Required knowledge and experience is normally obtained through the completion of a curriculum resulting in either a High School Diploma or GED, seven (7) to ten (10) years work related experience, and a Class B Wastewater Operator License are required. Five (5) years supervisory experience is required. A Bachelor's Degree in Engineering, Natural Resources, Environmental Resources or related field, and a Class A Wastewater Operator License are preferred. Work requires the ability to read letters, memos, contracts, professional and industry literature, spreadsheets and other job related analysis. Work requires the ability to write letters, memos, and contracts. Work requires the ability to understand and develop computer models for cost analysis and compose financial and budgetary reports. Work requires substantial independent judgment and decision-making. Must be able to monitor and assess operations, workload, projects, and staff performance. Work is widely varied, involving analyzing and evaluating many complex and significant variables. Must be able to monitor and assess operations, workload, projects, and staff performance. Should be competent in the use of Microsoft Excel, Word and Power Point software. Must be able to research, compile and analyze data, and then present findings to management in an acceptable format. Ability to establish and maintain effective working relationships with City employees, other Federal, State and local governmental representatives, contractors, consultants, vendors, media and the general public is essential. Must exhibit attention to detail, accuracy, and safety. Must be able to communicate and present oneself in a professional manner. Ability to read meters, charts, gauges, instructional manuals and directions. Ability to perform or learn basic mathematical equations in the performance of analysis and calculation of dosage. Ability to read, interpret and follow technical information, directives, manuals, memos, reports and other work related materials. Ability to work under high demands, short time constraints, and pressure of a fast paced work environment. Knowledge of System/Supervisory Control and Data Acquisition (SCADA). Must possess a Valid Florida Class E driver license. Must pass applicable pre-employment testing and background and credit checks. Interested candidates should submit a cover letter, resume and an employment application to the Human Resources Director, City of Haines City, 620 E. Main Street, Haines City, FL 33844. Applications and job announcements are available at www.hainescity.com. Positions are considered "Open Until Filled," unless otherwise specified.

Our Mission

"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."

P.R.I.D.E.

Professionalism • Responsiveness • Integrity • Diversity • Ethics