



Protecting Lake Michigan & Our Waterways.

**North Shore Water
Reclamation District**

SUPERINTENDENT

Plan, coordinate and manage the day to day operation and maintenance of an advanced waste water treatment plant to insure discharged water meets district quality standards and is in compliance with NPDES permit conditions set by the IEPA. Requires IEPA Class I Certification and a valid driver's license. Apply in person or send resume to:

North Shore Water Reclamation District
P.O. Box 750
14770 W. Wm. Koepsel Drive
Gurnee, IL 60031-0750
Fax: 847-623-6101
hrmail@northshorewrd.org
Equal Opportunity Employer



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Reclamation District**

JOB DESCRIPTION

Title: Superintendent (WRF)

Division: Operations

Job Purpose Statement: Perform functions to plan, coordinate and manage the day to day operation and maintenance of an advanced waste water treatment plant to insure discharged water meets district quality standards and is in compliance with NPDES permit conditions set by the IEPA.

Reporting Structure: Director of Operations

Essential Job Functions:

1. Monitor plant and analyze plant operating conditions involving process treatment of waste water on a continuing basis. Review laboratory and daily operating status reports and check deviations from norms to ensure planned objectives established quality standards are achieved.
2. Plan and assign work activities to maintain equipment and to improve plant appearance.
3. Ensure safety hazards are handled properly and safe working conditions and practices are in place.
4. Initiate and follow up on work orders and purchase requisitions.
5. Maintain records and prepare and submit plant activities and major events and discharge monitoring reports as scheduled and submit to the Director of Operations.
6. Plan schedule and conduct safety and operations meeting with plant personnel.
7. Interact with other departments such as engineering, laboratory purchasing and maintenance to coordinate needed work activities, exchange information and improve plant operating functions.
8. Prepare plant operating budget and submit to Director of Operations.
9. Attend staff and safety meetings, as assigned.
10. Foster hiring practices and working conditions that embrace the District's policy objectives for inclusion and diversity.

Responsible to:

Supervise a group of employees engaged in waste water treatment plant work activities. Hire, train, review work, assist employees, evaluate performance, maintain and enforce company policies and recommend changes in employee status.

Title: Superintendent (WRF)

Division: Operations

Physical and Visual Activities:

Physical and visual activities that are commonly associated[†] with the performance of the functions of this job.

Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling Climbing, Balancing, Stooping Kneeling, Crouching, Reaching, Handling, Fingering, Feeling, Talking, Hearing, Acuity far, Acuity near, Depth Perception, Field of Vision, Accommodation, Color Vision.

Physical Demands:

Physical demands commonly associated[†] with the performance of the functions of this job.

Lift from 5 to 25 lbs up to 5% of the time.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated[†] with the performance of the functions of this job.

Inside conditions, Outside conditions, Both conditions, Cold temperature changes, Hot temperature changes, Wet, Humid, Noise, Vibration, Hazards, Fumes, Odors, Poor ventilation, Usual office environment.

Job Qualification Requirements

Using the information from The Job Performance Requirements Checklist and the information from the top portion of this page, determine the selection criteria for this position. Include only the minimum hiring qualifications.

Knowledge: Design and operation of advanced WWTF-activated Sludge - Personnel management skills, employees & peers - Administrative, budget and clerical skills - Practical working knowledge of engineering - Basic knowledge of mechanical, hydraulic, electrical, electronic & instrumentation technology - Lab analysis & wastewater treatment microbiology - General building, equipment and landscape maintenance - Advanced math and science skills - Governmental regulations (i.e. EPA, OSHA, IDOL, etc.) - Basic computer skills - Read, speak, and write fluently in the English language.

Experience: Over 1 year up to 3 years.

Machines, Tools, Equipment (Office and Industrial), Software: PC and data entry terminals, lap top computer, calculator, telephone, answering and fax machines, photocopier, television and VCR equipment, and operate any equipment in the plant as necessary.

Licenses/Certifications: IEPA Class I Certification and a valid driver's license.