

Position Title: Wastewater Dept. Superintendent
Department: Public Works (Wastewater)
FLSA Status: Non-Exempt
Reports to: Public Works Director, City Administrator, Mayor and City Council
Date Created: August 2025



Position Summary: Under direction of the Public Works Director, performs technical work directing the operation of wastewater treatment plant and routine corrective and preventative maintenance and repairs of the wastewater and storm sewer infrastructure. Involves responsibility for planning, operating, maintenance and laboratory tasks, and the responsibility for complying with applicable local, state and federal regulations. Monitors plant, infrastructure processes and equipment modifications; monitors current and pending environmental legislation; insures compliance with State, Local and Federal laws; monitors industrial waste loading; assists in formulating and administering the sewer department budget; operates backhoe and sewer jet; determines need for scheduling of repairs, routine line flushing, and plant modifications and determines operating efficiency of plant by reviewing results of bacteriological and chemical examination of wastewater samples taken during various processes of treatment; and other duties as required. Other duties include a variety of routine semi-skilled manual labor tasks to enhance and maintain all portions of the City's infrastructure.

The position requires the ability to work individually and as a member of a team during normal, daily, and emergency situations. The position is also responsible for conducting general public works maintenance, operating a variety of heavy duty and light duty vehicles, multiple tools and types of equipment for the following areas: Street Maintenance; Water Treatment Plant and other infrastructure maintenance. Position requires the ability to work in extreme weather conditions, to be on call after hours for emergencies, and on a rotating schedule of weekend duty.

Essential Job Functions

- Wastewater plant operations, utility line distribution, maintenance and repair.
- Direct and manage the daily operation of the solid waste and storm sewer operations for the municipality
- Learn and effectively perform maintenance techniques specific to wastewater department assignments (primary), and all other municipal utilities (secondary).
- Operate light duty (pick-up truck) and heavy duty (dump truck; tractor; snow plow; skid steer) vehicles while performing legal and defensive driving practices.
- Complete basic work activity records and time reports.
- Work independently in the temporary absence of supervision.
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments.
- Establish and maintain effective working relationships with the public, other employees, other governmental agencies, and municipal officials.
- Perform light to heavy manual labor and semi-skilled to skilled tasks to assist with removal of snow, trash and debris and/or construction, maintenance, replacement, and repair of City utilities (electrical lines, water lines, wastewater lines and streets).
- Learn and effectively apply regulations, policies, and procedures related to area of assignment.
- Develop and retain records and prepare routine reports through written, oral and electronic means.
- Inspect and perform basic repair on all municipal equipment and make referrals for more extensive repairs.
- Load and unload supplies, tools, and equipment.
- Provide training to other staff.
- Input field data into the City's GIS software application.
- Perform other job-related duties as required.

Preferred Talents

- Basic methods and proper and efficient use of hand and power tools, materials and equipment used in construction trades.
- Basic safety and first aid practices.
- Methods, techniques, tools and operating characteristics of equipment used in light to heavy construction, installation, and maintenance projects.
- Problem solve and think critically to conduct fact-finding projects.
- Utilize computers and various software applications (SCADA, Microsoft Office, GIS Software).
- Effectively follow oral and written instructions.
- Follow work safety procedures and practices.
- Operating characteristics of vehicles with automatic and manual transmissions.
- Operational characteristics of a variety of trucks and equipment.
- Communicate effectively while maintaining tact and professionalism through verbal and written communication.

Qualifications

- Applicants are required to have a High School or GED degree and able to pass any background, medical, and drug screenings required.
- Possess and maintain a valid Nebraska Driver license at time of hire and must be able to obtain and maintain a Nebraska Commercial Driver's License (CDL) upon successful completion of introductory employment period.
- Possess certification as a State of Nebraska Wastewater Operator.
- Possess, or ability to obtain, a certification as a State of Nebraska Water Operator.
- Previous wastewater utility experience is preferred.
- Nebraska Wastewater Certification, Grade II or higher is preferred.
- Must be 19 years of age or older to operate equipment and perform essential duties.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, talk or hear. The employee must be able to lift and/or move up to 100 pounds occasionally and over 20 pounds regularly.

Working Environment

While performing the duties of this job, the employee will be exposed to indoor and outdoor conditions. The noise level in the work environment is usually moderate.

Employee Acknowledgment

I acknowledge that I have received, read, and understand the duties and expectations for the job listed above. I agree to perform the duties outlined and to comply with all standards established in the performance of this job.

Employee Signature: _____

Date: _____

Employer Signature: _____

Date: _____