

WASTEWATER ASSISTANT SUPERINTENDENT

The City of Cayce currently has a position available for an Assistant Superintendent to work at the city's Septage & Oil/Grease Receiving Station (SOG). The starting salary range is \$47,657.93 up to \$57,915.17 commensurate to applicant's certification level and experience. The position is responsible for managing the City of Cayce's Pretreatment Program, Fats, Oil and Grease Program and the Septage/Oil and Grease receiving station and associated employees. Candidates must be able to perform a variety of tasks and be willing to work in a team environment.

Preferred requirements include High School graduate with vocational/technical training in the field of waste treatment operations, or any equivalent education or training. "A" Biological or "A" Physical Chemical license is required.

Excellent benefits package that includes State Retirement and paid health insurance. Applications are available on the city website: www.caycec.gov **A valid South Carolina Driver's License with a good driving record is required. Must provide DMV report at first interview. Application required. E.O.E.**

**CITY OF CAYCE
CLASS DESCRIPTION
2000**

CLASS TITLE: ASSISTANT SUPERINTENDENT

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist in the administration of water treatment or waste water treatment. The class is responsible for the safe execution of water or wastewater treatment. The class works within a general outline of work to be performed, develops work methods and sequences under general supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Performs supervisory functions such as training, work assignments, and evaluation, counseling, disciplining or terminating as required; selects new employees and recommends transfers or promotions.

Assists in the operation of water or wastewater treatment operations; functions as Superintendent in his/her absence as required.

Plans and schedules work orders and special projects to maximize productivity of staff; monitors assignment performance.

Determines probable cause of repair requests; formulates operational solutions; troubleshoots operational problems; assists in directing preventative and corrective maintenance programs.

Oversees laboratory test results and corrective actions.

Orders chemicals, machinery, supplies and equipment; prepares bid specifications; researches vendors.

Collects and analyzes environmental databases.

Assists in the administration and interpretation of regulatory standards.

Assists in preparing operational and regulatory reports and contingency plans.

Presents operation briefs to City management staff.

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Requires summarizing, tabulating or formatting data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

CLASS TITLE: ASSISTANT SUPERINTENDANT

PEOPLE INVOLVEMENT:

Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

INVOLVEMENT WITH THINGS:

Requires coordinating the activities of those operating or repairing complex or equipment that requires extended training and experience such as trucks, air compressors, sewer machines, jack hammers, backhoes, pipe saws and wrenches, tamps, asphalt roller and other equipment and tools required for water and sewer line repairs/maintenance.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing supervisory work involving policy and guidelines, solving both people and work related problems.

MATHEMATICAL REQUIREMENTS:

Requires performing addition and subtraction, multiplication and division and/or calculating ratios, rates and percents.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures manuals and charts to solve practical problems such as equipment operating instructions and methods and procedures for investigations; composing routine and specialized reports, forms and business letters, with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires performing technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma, GED and formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training.

CLASS TITLE: ASSISTANT SUPERINTENDANT

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid South Carolina driver's license
Class "A" Biological Wastewater Treatment Plant Operator Certification
Class "A" Physical/Chemical Wastewater Treatment Plant Operator Certification
Class "A" Water Treatment Plant Operator Certification

EXPERIENCE REQUIREMENTS:

Requires a minimum of four years experience in water/wastewater operations; a minimum of one year supervisory experience preferred; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, and skill and adeptness in the use of fingers, hands or limbs on operation of tools within moderate tolerances or limits of accuracy.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to dusts and pollen, extreme heat and/or cold, wet or humid conditions, fumes and/or noxious odors, electrical shock, heights, disease/pathogens and toxic/caustic chemicals.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell and depth perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Requires being responsible for actions of others, requiring almost constant decisions affecting co-workers, customers, and others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

ADA COMPLIANCE

The City of Cayce is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

SOUTH CAROLINA RETIREMENT SYSTEMS

Belongs to the South Carolina Retirement System.