

## **Wastewater Treatment Plant Superintendent**

### **CITY OF REED CITY Reed City, Michigan**

The City of Reed City, (population 2490) is seeking qualified applicants for the position of Wastewater Treatment Plant Superintendent. The Superintendent works under the direct supervision of the City Manager. The WWTP Superintendent is responsible for the daily operation of the Reed City Class A Wastewater Treatment Plant. The Reed City system is a Sequencing Batch Reactor Activated Sludge system. The plant recently went through a major upgrade, with a new headworks process, and moved from a clarifier system for final effluent to micro-filtration and UV disinfection.

The WWTP Superintendent supervises a staff of three (3) full-time operators who cover the plant 7 days per week on a rotating weekend schedule. The Superintendent is a salaried position with normally scheduled workdays of Monday through Friday. Evening and weekend work is required at times to respond to alarms or emergency situations or regularly scheduled council meetings. The WWTP Supt is ultimately responsible for a facility that operates 24/7.

#### **Essential Job Functions include all aspects of plant operations, including but not limited to:**

- Daily compliance with discharge permit to the Hersey River.
- Directing, supervising, leading, and training employees.
- Overseeing an equipment preventative maintenance program in conjunction with an asset management program as required by discharge permit.
- Operation of an on-site lab with an approved QA/QC (Quality Assurance/Quality Control) program
- Writing and submitting all needed reports to the Michigan Department of Environment, Great lakes, and Energy (EGLE).
- Working closely with industrial users including Yoplait Yogurt.
- Ensuring plant treatment processes are in good working order including the operation of seven (7) outlying lift-stations.
- Ensuring treatment and lab chemicals are on-hand and replenished on schedule.
- Preparing yearly budgets and Capital Improvement Plan requests
- Tracking, approving, and submitting employee work hours.
- Assisting employees in performing all necessary functions of plant operations
- Attendance at monthly Council meetings (currently second Monday of each month)

#### **Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

- A current Michigan Class A Wastewater license
- Extensive experience in the operation of an activated sludge treatment system.
- Experience with supervision of employees.
- Experience with budgeting.
- A working knowledge of Microsoft Outlook, Excel, and Word.
- Experience dealing with Michigan Dept of EGLE.
- Pass a background check and drug screening.
- Bachelor's Degree preferred or detailed wastewater plant experience required

Wage and benefit package is commensurate with experience and qualifications. Access [www.reedcity.org](http://www.reedcity.org) City Tab, for job description. *The City of Reed City is an Equal Opportunity Employer.*

Send cover letter, resume and references to City Manager-WWTP Supt Position, 227 E. Lincoln Ave. Reed City, MI 49677 or by e-mail to [rsaladin@reedcity.org](mailto:rsaladin@reedcity.org) by Friday, May 22<sup>nd</sup> at 4:30 pm.