

# Water/Wastewater Superintendent

**Job Title:** Water/Wastewater Superintendent

**FLSA:** Exempt

**Wage and Salary:** Based on Experience & Qualifications

**Reports to:** City Administrator

**Application Deadline:** November 11, 2020

**City of Mineral Point Water/Sewer Department** is seeking to recruit an energetic, independent, well organized, community oriented individual to join our team of Wastewater professionals.

This position will be focused on the keeping of field records, monitoring, troubleshooting, maintenance, repair, and reporting within the Utility's collection system. Tasks related to the remaining operations of the Wastewater Utility, along with working with Water Utility personnel to assist with activities within the municipal drinking water treatment and distribution system will also be assigned as needed.

This position is subject to rotational after-hours, weekend, and holiday work.

## Essential Functions

- Operates treatment facility to control flow and processing of water/wastewater, sludge, and effluent
- Diagnose operating problems and performs necessary corrective action during work shift
- Monitor gauges, meters, and control panels and record meter and gauge readings.
- Observe variations in operating conditions and interprets meter and gauge readings and test results to determine process adjustment requirements
- Operates valves manually or by remote control
- Starts and stops pump, engines, and generators to control and adjust flow and treatment processes
- Collects and test samples to ensure the facility meets its permit requirements.
- Submits state regulatory forms and reports
- Perform routine maintenance functions and custodial duties around the facility.
- Reports to City Administrator
- Ability to operate a backhoe and vacuum excavator
- Responds to emergency situations involving all other public works

## Benefits

- State Health Insurance
- Wisconsin Retirement System
- Dental Insurance
- \$200 Annual glasses reimbursement
- 10 vacation days (5 starting and 5 after probationary period)
- 12 holidays / personal days
- 12 sick days
- Training/education/association membership
- \$50 Longevity bonus after each year of service starting at 5 years of service
- Flex time bank allowance up to 80 hours annually

- Assists parks, streets, and water department as needed.
- Ability to lift 75 lbs. using proper techniques
- Work in all types of weather conditions
- Work requires weekends and holidays on a rotating basis
  - Must be able to respond in person to emergency calls within 30 minutes
- Random DOT drug & alcohol testing

### **Required Qualifications**

- High School diploma or G.E.D. and be at least 18-years of age
- A valid driver's license
- CDL- Class B or ability to obtain within the first six months of employment
- Skilled in the safe use of hand and power tools
- Wisconsin DNR wastewater operator certification advanced with subclasses A2 – Attached Growth Processes, B – Solids Separation, C – Biological Solids/Sludges, D- Disinfection, and L – Laboratory or ability to obtain with the first
- Pre-employment drug & alcohol testing

### **Preferred Qualifications**

- Minimum of 5-10 years of experience
- Skilled in the safe use of hand and power tools
- Basic lab skills and sample testing knowledge
- Basic computer and mathematical skills
- Good oral and written communication skills
- Ability to work independently or as a part of a team

### **Please Fill out Application:**

Download from <https://cityofmineralpoint.com/job-openings/>

or pick up an Application at:

City of Mineral Point  
137 High Street  
Mineral Point, WI 53565  
(608) 987-2361

[www.cityofmineralpoint.com](http://www.cityofmineralpoint.com)