

**CITY OF McALESTER**

**NOTICE OF JOB OPENING**

**TO: IN-HOUSE APPLICANTS ONLY**

**FROM: SHEILA MALDONADO, HR COORDINATOR**

**RE: JOB OPENING**

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There is a **full-time** position open in **WASTEWATER TREATMENT** for a **Wastewater Superintendent.**

**CLASSIFICATION:** 125-1 THRU 125-20

**PAY RANGE:** \$3199.25 TO \$4492.50 (monthly)

**DUTIES:** See Attached Job Description

**APPLICATION PROCEDURE:** Applications may be picked up from the HR Office located on the 1<sup>st</sup> floor.

**OPENING DATE: WEDNESDAY, MAY 13, 2009**

**CLOSING DATE: FRIDAY, MAY 15, 2009**

The City of McAlester is an EQUAL OPPORTUNITY EMPLOYER.

**CITY OF MCALESTER  
POSITION DESCRIPTION**

**TITLE: WASTEWATER SUPERINTENDENT**

**DUTIES**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to supervise operations of wastewater plants and wastewater lift stations.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervise operations of wastewater plants.

Manage wastewater operations within a defined budget.

Supervise operations of lift stations.

Ensure compliance with EPA and ODEQ wastewater issues.

Ensure compliance with pre-treatment regulations.

Schedule and coordinate working events.

Perform other related duties as assigned.

**GENERAL RESPONSIBILITIES AND REQUIREMENTS**

**DATA RESPONSIBILITY:** *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

**PEOPLE RESPONSIBILITY:** *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

**ASSETS RESPONSIBILITY:** *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies and equipment, or providing routine legal counsel.

**MATHEMATICAL REQUIREMENTS:** *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas, and volumes and/or computing discounts, interest rates, and chemical dosage requirements.

**COMMUNICATIONS REQUIREMENTS:** *“Communications” involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi skilled work involving rules/systems with occasional problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit and may affect public health and safety.

**EQUIPMENT USAGE:** *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Oversee use of equipment such as tractor with front end loader, mowers, trucks with dump beds and laboratory equipment.

**SAFETY OF OTHERS:** *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires High School diploma or GED and prefer associate’s degree or the equivalent of two years of college or vocational school education.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

B Class License.

**EXPERIENCE REQUIREMENTS:** *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires five years of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

**UNAVOIDABLE HAZARDS:** *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards. May sometimes be exposed to wet or humid conditions, bright/dim lights, and dust or pollen.

**SENSORY (ADA) REQUIREMENTS:** *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position may require normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, or texture perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of McAlester is an Equal Opportunity Employer. ADA requires City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.