City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Water Reclamation Superintendent</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>WRST</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU24</td>
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<tr>
<td>Date Revised:</td>
<td>3/8/2021</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for supervising all operations, maintenance, industrial waste, laboratory and administrative activities at the Water Reclamation Division, to comply with City, State and Federal regulations.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Assigns, plans and supervises and operations, maintenance, industrial waste program, laboratory functions to comply with City, State and Federal regulations.
- Directs the development and implementation of programs to meet plant performance and optimization requirements.
- Prepares the operation and construction budgets and monitors each expenditure.
- Establishes employee technical and safety training programs.
- Prepares the fiscal, operations, and technical reports as required by the Public Works Director and City and regulatory agencies.
- Directs and participates in procurement of staff and facility.
- Establishes and maintains effective working relationships with employees, supervisors, the public, and regulatory agencies.
- Assists Public Works Director with public information and education of wastewater activities.
- Maintains administrative and data files.
- Supervises emergency operations.
- Directs inventory purchasing and controls.
- Monitors construction and repair projects.
- Makes technical presentations to groups.
- Develops and reviews administrative policies and procedures.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**Qualifications:**

**Education and/or Experience:**

Bachelors degree from four-year college or university and one to two years related experience and/or training in Environmental Sciences, to include two years supervisory experience.
Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license. Ability to obtain Class IV Wastewater Disposal or Wastewater Collection Operation’s Certification as stated as the minimum qualification for licensing by the State of South Dakota Board of Operator Certification, South Dakota Department of Water and Natural Resources within 18 months of hire or assumption of the duties.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; risk of radiation and vibration. The noise level in the work environment is usually quiet.

Physical Demands:

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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and smell. The employee must occasionally lift and/or move up to 50 pounds.