



The Village of **YELLOW SPRINGS**

Job Title: Superintendent of Water & Wastewater Treatment

Department: Public Works

Reports To: Public Works Director

Salary Range: \$70,000–\$100,000 Annually

Employment Status: Full-Time

FLSA: Exempt

Position Overview

The Superintendent of Water & Wastewater Treatment directs and oversees the daily operations of the Village's Water Reclamation Facility (WRF), Water Treatment Plant (WTP), and associated lift stations. The Superintendent serves as the Operator in Responsible Charge (ORC) for both WRF and WTP, ensures compliance with all regulatory requirements, manages departmental budgets, supervises staff, coordinates capital projects, and maintains the safe and efficient operation of the Village's water and wastewater services.

Key Responsibilities

1. Regulatory Compliance & Reporting:

- Prepare and submit monthly eDMRs for WRF, WTP, and WTP filter backwash.
- Compile monthly ORC hours reports for WRF, WTP, water distribution, and wastewater collection systems.
- Maintain OEPA certification necessary to hold ORC for both WRF and WTP.
- Prepare and submit annual SSO reports, sludge reports, phosphorus loading reports, ODNR water withdrawal reports, and other required metrics.
- Prepare and distribute Consumer Confidence Reports (CCR) on water quality.
- Complete NPDES permit renewals for WRF and WTP backwash.
- Evaluate engineering plans for system and facility upgrades.
- Prepare and present reports to the Village Council as required.

2. Operations & Staff Management:

- Plan, schedule, supervise, and perform daily, weekly, and monthly tasks for water and wastewater operations.
- Directly supervise plant personnel and assigned staff, including assigning work, setting schedules, evaluating performance, and recommending discipline when necessary.
- Oversee maintenance and repair of treatment plants, lift stations, and water towers.

- Collect water and wastewater samples; perform chemical, biological, and bacteriological testing; and manage chain-of-custody for samples sent to outside laboratories.
- Monitor chemical feeds and laboratory processes to ensure proper treatment.

3. Budgeting & Financial Management:

- Prepare capital budgets for WRF and WTP.
- Create purchase orders and process invoices according to Village guidelines.
- Maintain inventory of equipment, supplies, and chemicals.

4. Project Coordination & External Relations:

- Collaborate with engineers, contractors, and other agencies on capital and construction projects.
- Review project plans and ensure work meets standards and specifications.
- Serve as liaison with external agencies and maintain positive public relations.

5. Safety & Compliance:

- Enforce all departmental safety policies and procedures.
- Maintain compliance with OSHA, OEPA, and other applicable regulations.
- Ensure staff use personal protective equipment and follow safe work practices.
- Attend safety meetings, trainings, and respond to emergencies as part of 24/7 on-call responsibilities.

6. Other Duties:

- Attend workshops, seminars, and Village Council meetings as assigned.
- Assist other Village departments as needed.
- Perform additional duties as assigned by the Public Works Director or Village Manager.

Qualifications

Required:

- High school diploma or GED.
- Minimum of five (5) years of experience in water and wastewater plant operations.
- Water Supply License Class I Operator and Wastewater Treatment License Class II Operator.
- Valid Ohio driver's license.
- Knowledge of water and wastewater treatment processes, distribution/collection systems, maintenance, repair, and laboratory operations.
- Proficiency in Microsoft Office Suite and relevant software.
- Strong leadership, organizational, and communication skills.

Desired (Not Required):

- Commercial Driver's License (CDL) with Class B endorsement.

- Associate's or Bachelor's degree in Water/Wastewater Management, Environmental Science, or related field.
- Experience managing municipal water and wastewater departments.
- Additional certifications related to water and wastewater treatment.

Physical Requirements & Work Environment:

- Ability to lift up to 80 pounds and perform heavy manual labor.
- Work in plant and field environments, sometimes in adverse weather conditions.
- Operate, inspect, and maintain equipment safely.
- Respond to 24/7 on-call emergencies.
- Exposure to chemicals, gases, and potentially hazardous materials; strict adherence to PPE and safety procedures required.
- Prolonged periods of standing, walking, and performing inspections.
- Travel to various Village work sites.

Application Process: We invite interested candidates to submit a resume, application, and cover letter that highlights their relevant experience and enthusiasm for the role. Please send your application materials to cameron.fortin@yellowsprings.gov. This position will remain open until filled.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.