



# City of Coolidge Human Resources Department

Promoting a Drug & Alcohol Free Workplace  
Equal Opportunity / Reasonable Accommodation Employer

## EMPLOYMENT OPPORTUNITY

### SUPERINTENDENT, WASTEWATER OPERATIONS

**Full-time, FLSA Exempt position**

**Salary: \$66,139 – \$99,209 Annualized**

**Opening Date: January 13, 2021**

**Job Posting: #PW20-011**

**Closing Date: February 12, 2021**

**Internal/External Posting**

An exciting opportunity is available for a career-minded individual as a Full-time Superintendent of Waste Water Operations. Under general supervision, directs, supervises and coordinates City of Coolidge Wastewater Treatment Plant operations, Solid Waste activities and personnel.

#### QUALIFICATIONS

##### Minimum

- Bachelor's Degree in Environmental Science, Sanitary Engineering or a related field, and four (4) years' experience managing wastewater treatment facilities, Solid Waste operations, including three (3) years supervisory experience **OR** equivalent combination of education, training and experience.
- Arizona Department of Environmental Quality Grade 4 Certification in Wastewater Treatment and Collection required, **OR** ability to obtain one within one (1) year.
- Must possess a valid Commercial Arizona Driver's License (Class A).

#### RESPONSIBILITIES

Plans, organizes, directs and coordinates City wastewater treatment, collection facility and solid waste activities; ensures public safety, welfare, and quality of City waste. Develops and implements programs in relation to the operation and maintenance of City wastewater treatment, collection facilities and solid waste. Ensures compliance with all health, safety, and environmental regulations and standards governing wastewater treatment and effluent/sludge disposal. Hires, supervises, and monitors the performance of assigned personnel; assigns work duties and monitors work flow. Develops staff training methods and standards; delivers employee training in relation to work practices, procedures and safety standards. Monitors and ensures compliance with OSHA and other regulatory requirements including confined space entry, lock out/tag out, and hazard communication procedures. Prepares, implements and administers departmental budget; monitors expenditure. Prepares and submits departmental reports in compliance with reporting requirements. Compiles and evaluates data regarding the effectiveness and accuracy of wastewater equipment and instruments; develops recommendations for improvement. Monitors and maintains departmental records and documentation. Oversees and manages pump station control, monitoring, and reclaimed operations. Supervises and coordinates sewer line cleaning and manhole rehabilitation activities. Consults with engineers and contractors regarding the installation of new sewer lines and manholes throughout the City. Manages and coordinates special projects as assigned. Attends and participates in wastewater treatment conferences. Represent the City of Coolidge regarding water quality, sludge disposal and industrial waste issues; responds to public inquiries and complaints. Liaises with Federal, State and Local officials in relation to environmental matters.

#### APPLICATION PROCESS

To be considered for this exceptional career opportunity, please submit an application to City of Coolidge Human Resources, 130 W. Central Avenue, Coolidge, AZ 85128-4804 **by 5:00 p.m. on February 12, 2021**. For more information, please contact the Human Resources Department at (520) 723-6060 or visit [www.coolidgeaz.com](http://www.coolidgeaz.com)