



POSITION DESCRIPTION

Position: WWTP Assistant Superintendent

Reports To: WWTP Superintendent

FLSA Status: Non-Exempt

Group/Department: Plant Operations

Work Location: Reports to Indian Lake WWTP (Russells Point, OH)

Normal Workdays/Hours: 40 Hours/Week: Typically Monday – Friday 7:00 AM to 3:30 PM

Creation Date: 3/24/2025

Revision # 1

Revision Date: 3/10/2026

Position Summary:

The Wastewater Treatment Plant (WWTP) Assistant Superintendent oversees the daily operation and maintenance activities of the wastewater treatment plants within the Logan County Sewer District under the supervision of the WWTP Superintendent. The Assistant Superintendent actively engages in the operational and maintenance activities, provides oversight and assists staff, schedules and performs sampling, and assists with the administrative duties of the department. In addition, the Assistant Superintendent may be tasked with projects outside of normal job duties that will require research, planning and evaluation. The Assistant Superintendent will be required to provide detailed analysis and reporting on treatment process efficiency and assigned projects. The Assistant Superintendent serves as Operator of Responsible Charge (ORC) and Acting Superintendent in the absence of the WWTP Superintendent.

Job Dimensions:

The WWTP Assistant Superintendent is responsible for oversight/coordination of operation and maintenance activities of the WWTP processes and equipment as directed by the WWTP Superintendent. This position ensures that all activities are performed safely, accurately, and efficiently.

The WWTP is responsible for the proper treatment and discharge of over a half billion gallons of wastewater and disposal of 300+ dry tons of biosolids annually. All WWTP personnel are subject to changes in normal shift assignments to include weekends, holidays, and evenings to cover vacations, plant upsets, or other instances as determined by the WWTP Superintendent.

Nature and Scope:

The Assistant Superintendent works primarily in the Plant Operations group within the Logan County Sewer District. The WWTP Assistant Superintendent position reports to the WWTP Superintendent. The WWTP Assistant Superintendent must work and communicate effectively with all District staff including the District Director, WWTP Superintendent, and Plant Operators, the public, consultants, vendors, and public officials on matters such as plant operations, analytical procedures, analytical results, biosolids dewatering and disposal, plant equipment, projects, maintenance, and regulatory compliance.

The major responsibilities of the WWTP Assistant Superintendent include, but are not limited to, the following:

- Apply upper-level supervisory skills with operations staff and assign work within the scope provided by the supervisor.
- Evaluate the performance of subordinate staff and provide accurate feedback to WWTP Superintendent.
- Coaches, guides and develops operations staff on performance, licensing and career goals.
- Compile, record and evaluate data results for all aspects of the WWTP processes.
- Ensure proper cleaning and calibration techniques and check the operation of the instruments in the Plant including dissolved oxygen meters, pH probes.
- Schedule laboratory analysis, assist with the collection of samples as needed, and assist with in-house analysis as required.
- Assist staff as needed to perform operational and maintenance duties.
- Monitor treatment processes in the WWTP and implement changes to improve performance and efficiency of the WWTP.
- Ensure all applicable local, state, and federal regulations and guidelines are followed.
- Generate reports to meet WWTP management needs and regulatory compliance.
- Ensure tasks are performed in a safe manner that is compliant with applicable OSHA requirements and County safety programs.
- Train staff on procedures related to operations, maintenance, and safety.
- Assist the WWTP Superintendent in budget preparation and the ordering of materials and supplies.
- Assist in the development and enforcement of District work rules and procedures.
- Perform other duties as assigned by the WWTP Superintendent or his/her designee.

Major Challenges:

- May be required to cover On Call during Plant Operator absences or unavailability.
- Ensure Wastewater Treatment Plant operations and laboratory analysis are performed in a manner consistent Environmental Protection Agency standards and requirements.
- Operate the Plant in accordance with all Local, State, and Federal Laws and Regulations.
- Determine the cause and implement the means to correct malfunctions of a wide variety of equipment and processes.
- Identify potential problems and possible solutions to maintain treatment efficiency without direct supervision.
- Maintain complete and accurate records that are subject to inspection by regulatory agencies.
- Assess the manpower and materials necessary to complete operational and maintenance task.
- Effectively address problems and assign work within discretion given by the supervisor
- Stay current with changes in technologies and regulations and effectively train and educate others in the department.
- Manage multiple projects and assignments at any given time.
- Use initiative, discretion, and judgment within established procedures, guidelines and rules.

Essential Functions:

- Ability to work in all weather conditions and at any time.
- Ability to lift, handle, carry, and maneuver objects of various sizes and shapes up to 75 lbs.
- Ability to work with hazardous chemicals and in potentially dangerous environments, such as confined spaces, in the presence of unknown hazards or diseases following safety guidelines.

- Ability to walk, climb stairs, stand for extended periods of time, climb ladders, lift portable samplers and remove/replace manhole covers.
- Stress and enforce the appropriate safety precautions to all employees in performing work functions.
- Work responsibly and effectively with minimal supervision.
- Demonstrated ability to understand and teach others in the proper care and use of equipment necessary to perform the work of the division.
- Exhibit behavior that is a positive influence on co-workers, perform tasks and complete assignments outside of routine duties.
- The ability to communicate in an effective and professional manner with co-workers, public and contractors.
- Maintain District equipment, facilities and infrastructure to ensure maximum service potential and promote a positive professional image.
- Must be able to read, interpret and apply information from the District’s safety policies and procedures, Safety Data Sheets (SDS), Construction Drawings and Equipment User Manuals.
- Proficient using a PC, smart phone, Microsoft Office and various specialty software and equipment used by the District.
- Must demonstrate sound judgement and be qualified to be listed as an “Operator of Record” of the Wastewater Treatment facilities by the District Director.
- Assist in the development and implementation of Standard Operating Procedures (SOPs), safety programs, and policies.
- Promote a positive and effective team environment for the operations group that effectively solves problems and completes assignments

Qualifications:

- High school diploma or GED equivalent.
- Must possess a minimum of an Ohio EPA Class III Wastewater Operator license.
- May be required by the District Director to obtain an Ohio EPA Class IV Wastewater Operators License within 18 months of eligibility.
- Must possess a valid state of Ohio Driver License at the time of hire. Must possess, or obtain within 18 months of hire, a valid Ohio Class “B” Commercial Driver’s License with air brake and tanker endorsement.
- Possess and maintain a clean driving record that is acceptable to the county’s insurance provider.

This position description may be amended at any time by the District Director and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow other instructions and perform any duties required by the employee’s supervisor or authorized designee. Failure to obtain or maintain a valid status on licenses, certifications or qualifications required may result in disciplinary action that could include demotion or termination.

 Brian Schultz,
 LCSD Director

 Date:

 Date: