



# Ash Creek SSD Job Classification

## JOB OVERVIEW

<b>JOB TITLE</b>	Assistant Superintendent
<b>DEPARTMENT</b>	Administration
<b>LOCATION</b>	Ash Creek Office
<b>REPORTS TO</b>	Superintendent

## GENERAL JOB DESCRIPTION

The Assistant Superintendent supervises the Collections and Treatment Staffs.

The Assistant Superintendent is responsible for the overall leadership, administration, management and operations of wastewater collections and treatment as well as assigned programs in support of the Ash Creek Special Service District (District) Superintendent. This position is responsible for the planning, managing, resourcing and delivering of regional operations services for the District service area including:

**Wastewater Collection System:** Over 200 miles of interceptor and collector pipelines, 15 lift stations, including easement and right-of-way infrastructure.

**Wastewater Treatment System:** 80-acre aerated lagoon system (current flow 2MGD) and 300 acre farm for land disposal of effluent; current (2021) design and subsequent construction and start-up of new 1.5 MGD Confluence Park treatment facility and land disposal distribution system in Confluence Park.

**Maintenance:** Mechanical, electrical, warehousing, purchasing, fleet management, planning and scheduling. This position coordinates all maintenance programs with other supervisors and employees.

## DUTIES & RESPONSIBILITIES

This position interfaces with internal and external stakeholders, enhances technology and innovations, and makes investment decisions for operating and capital budgets in collaboration with the District Administrative Control Board and staff.

This position plays a key role in the development and execution of strategic vision, alignment and execution for the District. It champions key employee motivational initiatives to foster greater employee engagement and workforce development. Sponsors key strategic initiatives, tracks progress, and communicates successes; and ensures compliance with required regulations, policies, and guidelines.

Oversee safety training, equipment management and certification of all safety training.

Oversees pre-treatment of industrial waste and works with operators on industry audits and records.

Attends City Council, Planning Commission meetings, Joint Utility Committee meetings as assigned by the Superintendent.

## EDUCATION & Experience

Graduation with an associates degree (required) or bachelor degree (preferred) from an accredited university in an applicable field.

A Utah Division of Water Quality Wastewater Collections IV and Treatment IV certification or equivalent.

10 years or more of management experience including 5 years of supervisory experience in wastewater.

Experience and a high degree of skill developing, motivating, and fostering collaborative relationships both inside and outside the organization including representatives, elected officials or managers of other agencies and organizations.

## SKILLS & ABILITIES

Knowledge of:

Construction techniques and heavy equipment operations and maintenance in wastewater applications

Wastewater Collections and Treatment teaching, training, certification, and mentoring of operators and managers

Occupational Safety and Health (OSHA) regulations and safety procedures

District policies and procedures

Budget planning and preparation and successful project execution  
 Water chemistry, biology, hydraulics and fundamental wastewater treatment concepts  
 Ability to:  
 Obtain or maintain a Utah CDL class A with Tanker endorsement  
 Operate a personal computer in preparation of annual reports, record keeping and documentation.  
 Read and Write in English proficiently at a business/technical level  
 Outline work assignments, review weekly and monthly work schedules, coordinate with department managers, and assist in implementation of key strategic initiatives  
 Certified in CPR and First Aid  
 ATSSA Certified Traffic Flagger

WORKING CONDITIONS	
<b>WORK ENVIRONMENT</b>	Moderately heavy physical activity. May push, pull, or lift medium heavy objects (70+ pounds). Difficult working conditions at times. Frequent exposure to disagreeable elements and health hazards. Significant possibility exists of exposure to bacteriological and chemical hazards. Safety and hygienic procedures along with periodic immunizations are advised. Moderate exposure to stress because of human behavior and emergency situations.
<b>HOURS / SHIFTS</b>	Varying hours based on time of year and projects. May be required to perform night work, or after hours supervision with little or no warning because of emergency situations.
<b>SALARY</b>	This position is exempt. \$87,000 - \$123,000.
<b>BENEFITS</b>	All benefits awarded to full time employees in the Employee Policy Handbook
<b>OTHER</b>	