

WWTP Assistant Superintendent

Salary: \$78,679-\$85,165

Type: Full Time

Benefits: Full Benefits

Date Posted: 7/3/2025

About Water Works

The Department of Water Works is responsible for the City water, wastewater, and utility systems, including the water and wastewater treatment facilities. The Department has three Divisions, Water, Wastewater, and Utilities, with a total of 75 professionals. The Department is responsible for: The treatment and reliable delivery of potable water to City homes and businesses. Storage of water and maintenance of a network of piping, valves and hydrant for fire protection. Collection of wastewater and conveyance to a state of the art treatment facility to protect public health.

Profile

Under the general supervision of the Wastewater Treatment Plant Superintendent, the Assistant Superintendent oversees the day-to-day operation of the Wastewater Treatment Plant. Provides technical direction and expertise in operating procedures. Ensures compliance with all City, State, and Federal regulatory issues. Supervises division staff. Performs other duties as assigned.

Education

- Associate's Degree in Biology, Environmental Science, or related field

Experience

- Seven years of experience in wastewater treatment plant operations and two years of supervision experience, or equivalent training, education, and/or experience.

Requirements/Certifications

- Valid Driver's License
- Maryland Class 5A Wastewater certification
- Maryland Class 5A Superintendent certification

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: WWTP Assistant Superintendent

Grade: M8

Department: Water Works – Wastewater Treatment Plant

FLSA Status: NE

Date: 6/1/2024

Position Profile: Under the general supervision of the Wastewater Treatment Plant Superintendent, the Assistant Superintendent oversees the day-to-day operation of the Wastewater Treatment Plant. Provides technical direction and expertise in operating procedures. Ensures compliance with all City, State, and Federal regulatory issues. Supervises division staff. Performs other duties as assigned.

Duties and Responsibilities

Administrative Management: Helps Super intendent in overseeing the operation and maintenance of the Wastewater Treatment Plant.

- Oversees the day-to-day operations of the Wastewater Treatment Plant.
- Supervises division staff. Conducts interviews. Hires and trains employees. Plans, assigns, and directs work. Conducts performance appraisals. Addresses and resolves personnel complaints. Schedules attendance at training courses.
- Coordinates and oversees the maintenance of the facility and facility equipment.
- Assists the Superintendent with administration. Assists with budget preparation and financial management.
- Provides technical direction and expertise in operating procedures and resolving operational problems.
- Participates in long term strategic planning discussions.
- Ensures best possible regulatory compliance and accurate reporting for NPDES permit.
- Provides guidance, operational data, insights, and historical perspective to engineering consultants.
- Maintains WWTP facilities, bio-solids program, and wastewater pumping stations.
- Participates in volunteer, regulatory, and professional organizations involved in wastewater issues.
- Keeps supervisor informed of new issues or technology as well as any unusual or detrimental conditions and process problems.
- Keeps abreast of new processes and equipment by reading articles, directives, operations notes and attending meetings, seminars and workshops. and
- Performs other duties as assigned.
- Prepares for MOSH, MDE and EPA inspections.

Skills Proficiency/Strategic Planning: Skillful in tools, hardware, software, and equipment of the Wastewater Treatment Plant.

- Knowledge of City of Salisbury's policies and procedures.
- Act as a representative of City of Salisbury to the public.
- Knowledge of the principles, practices, procedures, and regulations of Wastewater Treatment Plant management and the ability to interpret them to the staff and the public.
- Effectively supervise, plan, and coordinate the work of diverse staff in order to accomplish division goals and objectives.
- Effectively work and communicate with diverse staff in order to accomplish division goals and objectives.
- Effectively establish priorities and organize workload.
- Effectively maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
- Effectively keep all relevant parties informed of all major issues and to recommend changes as appropriate.
- Effectively and accurately make reasonable and logical judgments.
- Effectively communicate and maintain effective working relationships with other staff members and members of the public.

Leadership/Team Leader: Provides strong guidance and oversight. Maintains working relationships with Supervisors and department staff.

- Ability to handle situations and maintain a high degree of confidentiality.
- Excellent time management, organizational interpersonal skills.
- Oversees the day-to-day operations of the Wastewater Treatment Plant.
- Effectively motivate and guide employees.
- Effectively communication and maintain effective working relationships with other staff members and members of the public.
- Collaborates with other staff members and departments.

Stewardship/Resources: Safeguards equipment, supplies, and materials.

- Manages workflow of self during shift operations to ensure effectiveness.
- Accurately prepare and maintain reports and records.
- Knowledge of purchasing guidelines and procedures.
- Maintains working relationship with vendors.

Development/Leadership Development: Participates in opportunities to earn or maintain professional credentials and certifications.

- Keeps abreast of new processes and equipment by reading articles, directives, operations notes, and attending relevant meetings, seminars, and workshops.
- Continue to attend relevant meetings and trainings.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- Associate's Degree in Biology, Environmental Science, or related field.
- Valid Driver's License
- Seven years of experience in wastewater treatment plant operations and two years of supervision experience, or equivalent training, education, and/or experience.
- Maryland Class 5A Wastewater certification
- Maryland Class 5A Superintendent certification

Physical Requirements

- Work requires considerable physical effort in the handling of materials up to 40 pounds and/or continual standing or walking 60%+ of the time.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.