

**CITY OF HUDSON
JOB DESCRIPTION
WATER – WASTEWATER SUPERINTENDENT**

REPORTS TO: PUBLIC WORKS DIRECTOR

FLSA: Non-Exempt

FULL-TIME POSITION

DATE REVISED: 01-14-2026

Essential Functions - Duties and Responsibilities

PLANT/MECHANICAL OPERATIONS

- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations.
- Records statistical data concerning plant operations.
- Maintains, operates, repairs and replaces equipment as necessary.
- Operates maintains, and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters, and other controls and equipment.
- Maintains, modifies or repairs instrumentation and control equipment including recorders, flow meter, and other water quality monitoring equipment.
- Operates and maintains sewage pump stations.
- Cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.

LABORATORY OPERATIONS

- Charts lab test results for trend analysis and maintains accurate records of analyses and test results.
- Evaluates data and writes reports as required.
- Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state, and federal requirements.
- Gathers and tests wastewater samples for plant efficiency reports as required in accordance with Local, State, and Federal requirements.
- Performs quality control tests on lab equipment and lab analyses.
- Evaluates procedures and results for accuracy and determines appropriate methods.

GENERAL

- Keeps Public Works Director informed of day to day operations, special needs or expenditures
- Assures that plant operates within required standards.
- May train other operators in acceptable lab methods and procedures to assure the accuracy of test results.
- Maintains drawings and schematics of electrical and other systems in the treatment plant.
- Monitors the performance of electrical systems, circuits or equipment of the treatment plant.
- Serves as a member of various employee committees, as assigned by the Public Works Director.
- Other duties as assigned or apparent.
- Performs snow removal and other public works duties as needed

Essential Knowledge, Skills, and Abilities

Communications:

- Must have the ability to actively listen to others for the understanding of their needs and situations: the ability to speak and write English clearly.

- Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient.
- Must have the ability to understand and carry out written and oral instructions.
- Must be able to read and understand laboratory tests conducted in a wastewater treatment facility.

Decision Making:

- Must act in a decisive manner, using good judgment.
- Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives.
- Must be able to effectively interpret the policies and objectives of the department.

Interpersonal Relationships:

- Must be consistent in dealing with people; must be sensitive to other problems and concerns without direct involvement, must exclude personal biases from work performance;
- Must have the ability to accept criticism and/or discipline;
- Must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department;
- Must have a positive attitude.
- Must be able to maintain cooperative working relationships with employees, various organizations and the public.
- Must have the ability to work safely.

Professional Attitude:

- Must have a commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence.
- Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work:

- Must be able to produce quality, accurate work.
- Must be able to detect and correct errors. Must be able to utilize work time properly and productively.
- Must complete timecard accurately and timely every two weeks

Technical Knowledge:

- Must have knowledge and training in biology, environmental science, chemistry, or a closely related field
- Must have experience in a wastewater utility
- Must have skill in the operation of a variety of lab equipment, generators, pumps, gauges, and other common tools
- Must have the ability to perform control calculations
- Must obtain and maintain licensing/certifications relevant to State and Federal regulations regarding Water, Storm Water, and Wastewater

Physical Requirements:

- Typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pulling, lifting, grasping, feeling, hearing, and seeing.

- May be subjected to moving mechanical parts, vibrations, fumes, odors, dust, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, workspace restrictions, and intense noises
- Heavy work: exerting up to 100 pounds of force occasionally, and/or up-to 50 pounds of force frequently, and/or up-to 20 pounds of force constantly to move objects

Environmental Conditions:

- This position will be subjected to varying weather patterns to include rain, hail, snow, sleet, freezing rain, heavy wind, etc.

Entry Level Requirements:

- Class 1 or above Wastewater Operator License
- Grade 2 drink water treatment and distribution license
- Four years' experience in Wastewater/Water Utility
- Class B Driver's License with CDL Endorsement; Class A Driver's License with CDL endorsement preferred.

Disclaimer:

Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

Employee Signature

signature date

Supervisor Signature

signature date