



JOB TITLE: Fairlawn Sewer Authority Superintendent

FLSA: Hourly - part time

Pay: \$25 per hour

Average workload is 25 hours per month

DATE: August 2024

**SUMMARY OF JOB PURPOSE:** Under general direction from the Fairlawn Sewer Authority (FSA) Board of Directors, manages, coordinates, and directs the FSA's wastewater functions, including collections and invoicing, provides oversight and expertise on difficult, complex and/or sensitive issues pertaining to wastewater operations. Provide monthly Board agenda materials and presents same during monthly Board meetings.

**ESSENTIAL FUNCTIONS:** This document lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document.

- Manages and directs the support activities; coordinates, prioritizes, and assigns tasks and projects; tracks and reviews work progress and activities; sets priorities, and follows-up to ensure completion of assigned work; ensures proper safety precautions are followed.
- Provides input to the annual operating budget for consideration by the FSA Board of Directors. Implements and monitors the budget and monthly financial reports to the Board of Directors.
- Lends expertise to the FSA Board in wastewater operations and systems; troubleshoots problems; provides firsthand guidance and assistance.
- Reviews data to maximize operational efficiency and regulatory compliance; proposes and implements process changes; prepares and submits regulatory reports.
- Maintains the Capital Improvement Program; performs plan review to ensure compliance with contract specifications and applicable laws, regulations, codes, and standards; schedules projects.

- Performs administrative functions including maintaining accurate records; ordering supplies and equipment; requesting estimates; preparing written reports and correspondence; and developing processes, policy, and procedures.
- Works collaboratively with bookkeeping services and provides financial reports to the Board.
- Communicates productively and facilitates cooperative working relationships with counterparts.
- Serves as the technical liaison with respect to wastewater processes including working with Pulaski County on maintenance issues associated with the system.
- Responds to emergency situations.
- Contributes to the efficiency and effectiveness of the Authority's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Provides information to the public, outside, and internal agencies in an effective and professional manner.
- Represents the Authority with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Primary work location: outdoors

Physical requirements: Working conditions include all types of weather conditions including extreme heat and cold, dry, wet, muddy, and dirty areas such as sewer pump stations and manholes. Working conditions may also include working after dark to assist in an emergency, on weekends and holidays. Work in and around raw sewage and wastewater, raw sewage fumes, and sewer gases. Must be capable of performing physical tasks.

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**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. High school diploma or GED. Proficient with Microsoft Office applications.

#### Required Experience

- Knowledge of best practices for overseeing wastewater collection systems.
- 6 years of experience in a related field is strongly desired
- Valid driver's license

#### Other preferred qualification and experience:

- Ability to operate a computer with proficiency in Microsoft Office applications.

- Demonstrated initiative and independent judgment within general policy guidelines.
  - Experience identifying and resolving operational problems.
  - Experience in recognizing unusual, inefficient, or dangerous operating conditions.
  - Establishing and maintaining effective working relationships.
  - Keeping a positive attitude when working with others.
  - Ability to read specifications, plans, and contracts.
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