

County of Henrico Job Classification

Treatment Plant Operations Superintendent



General Summary of Classification:

Directs the operational activities at the Water or Wastewater Treatment Facility of the Department of Public Utilities; serves as acting facility manager in the absence of the Facility Engineer; supervises paraprofessional, technical, and clerical employees; ensures compliance with regulatory requirements and operational standards; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Serves as acting facility manager in the absence of the Facility Engineer; ensures continuity of operations.
- Outlines and assigns process-control activities; communicates responsibilities through Senior Utility Plant Operators.
- Reviews and interprets operational data from station logs and laboratory reports; monitors and evaluates performance of operations personnel; provides instruction and direction as needed.
- Initiates operating record forms or displays to enhance process performance and data collection.
- Consults with the Facility Engineer and operations staff on personnel matters, operational data, and proposed process-control changes; reviews and amends changes made by shift personnel in response to malfunctions.
- Checks maintenance memos generated by operating crews; ensures timely and accurate documentation.
- Prepares personnel assignments for operating crews and schedules rotating station assignments under the direction of the Facility Engineer.
- Assists in preparing standard operating procedures; ensures compliance with established protocols.
- Participates in personnel management activities, including interviewing applicants, making hiring recommendations, evaluating performance, disciplining employees, and resolving grievances.
- Assists in budget preparation and financial matters such as cost distribution; monitors expenditures.
- Defines special training needs for the section; collaborates with the County's Training Division to develop and implement training programs.
- Ensures effluent discharged from the facility meets limits prescribed by the NPDES permit; monitors compliance with environmental regulations.
- Prepares or oversees preparation of section reports; ensures accuracy and timeliness.
- Supports public relations efforts by participating in civic and technical meetings; represents the County professionally.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Extensive knowledge of principles and practices of environmental engineering as they relate to water and wastewater treatment; ability to plan, organize, and direct work of paraprofessional, technical, and clerical employees; ability to perform complex wastewater computations and make comprehensive recommendations to process variables.
- **Technical:** Ability to interpret operational data and apply process-control techniques; proficiency in preparing reports and maintaining accurate records; familiarity with regulatory compliance requirements.
- **Interpersonal, Communication and Customer Service:** Ability to communicate clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with employees and the public; ability to provide accurate information and respond to inquiries professionally.
- **Decision-making and Authority:** Exercises sound judgment in operational decisions; makes recommendations for process improvements; ensures compliance with established standards and regulations.
- **Leadership:** Supervisory; directs and evaluates staff; provides training and guidance; fosters teamwork and accountability.
- **Environment:** Works indoors and outdoors in water and wastewater facilities; exposed to varying temperatures and environmental conditions; requires adherence to safety protocols.
- **Physical:** Visual and hearing acuity sufficient to monitor operations and perform inspections; physical ability for lifting, bending, and performing tasks inherent to treatment plant operations.

Minimum Education and Experience:

- **Education:** Bachelor's degree, preferably in civil or environmental engineering.
- **Experience:** Two (2) years of professional water or wastewater operations experience.
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

Other Requirements (License, Certifications, Training, etc.):

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.
- Possession of a Class I Virginia Waterworks or Wastewater Operator Certification or attainment within one (1) year of employment.
- Possession of a valid driver's license with a safe driving record.
- No felony convictions, including convictions related to weapons or violence, in accordance with State Code.

- May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, based on the sensory and physical demands of the position.

Job Code: G.C.J.0045

Date of Last Revision: 13-Feb-2026

This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.