



WASHINGTON COUNTY

## **WATER TREATMENT PLANT SUPERVISOR**

**(Revised August 11, 2015)**

### **CLASS SUMMARY:**

Performs technical and skilled manual work in overseeing the operation and maintenance of the water treatment plant and overseeing the operation of the water treatment system.

### **ESSENTIAL DUTIES AND TASKS:**

- Is responsible for the efficient day-to-day operation of a water treatment plant.
- Is responsible for the oversight of water treatment processes to include the pump stations.
- Is responsible for the oversight of the addition of chemicals to the water supply, either through direct application or the supervision of assigned employees; is responsible for oversight of the pump stations.
- Maintains and operates water filtering processes.
- Takes water samples and performs tests to ensure water quality; computes and records tests results; informs Superintendent of unsatisfactory or problematic tests.
- Ensures all records are properly maintained; ensures the proper and timely submission of required reports to federal and state authorities; prepares reports and documents for senior managers; may conduct research and analyze findings.
- Operates specialized equipment related to the treatment plant's distribution and treatment processes; operates light trucks, compressors, diagnostic equipment and tools as required for the maintenance, repair and upkeep of the treatment.
- Conducts regular plant inspections; follows recommended preventative maintenance schedules; develops additional maintenance procedures as needed; inspects and repairs pumps, valves, filters, motors and related plant equipment.
- Reviews service and maintenance contracts; oversees contracted services for adherence to specifications and completeness.
- Performs and completes necessary mechanical repairs to water treatment plant equipment; schedules contracted repairs; inspects work being performed by contractors to ensure adherence to plans and specifications.
- Assists in the planning and scheduling of treatment plant and pump station work; prepares cost estimates for materials and labor.
- Reads and interprets blueprints, plans and specifications.
- Maintains detailed records and logs regarding the operation and maintenance of the water treatment plant; prepares and files reports and correspondence as directed.
- Directs, leads and motivates assigned employees; assigns and schedules work; recommends and provides training for personnel; recommends appropriate staffing levels; reviews and evaluates work; conducts annual performance reviews.

- May participate and make recommendations in the hiring and firing process; subject to approval by the Utilities Director, may discipline subordinate personnel; all such actions are to be taken in accordance with all applicable laws, collective bargaining agreements, personnel by-laws and personnel practices and policies.
- As delegated by the Utilities Director, coordinates emergency responses; on-call 24/7 for emergency response.
- Responds to queries from a wide-variety of sources; investigates and solves problems with discretion and resourcefulness.
- Keeps abreast of changes in governmental rules and regulations as well as industry trends by reading trade journals and attending special classes and seminars.
- Performs similar or related work as required or as situation dictates.

**KNOWLEDGE AND SKILLS:**

Physical requirements include frequent moderate to strenuous physical effort required to perform duties under variable conditions, with some exposure to occupational risks. Occasionally required to push/pull objects weighing up to 100 pounds; occasionally required to comfortably lift/carry objects weighing up to 50 pounds. Ability to stoop, kneel, crawl, crouch, turn and twist. Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arm; occasionally required to sit, talk and hear.

Communication and interpersonal skills as applied to interaction with co-workers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**TRAINING AND EXPERIENCE:**

High school diploma or high school equivalency; additional related education or training is preferred. Three (3) years of experience working in an environment which constructs and maintains water distribution and treatment systems, of which at least one (1) year is in a supervisory/management capacity. Experience in a water treatment plant environment is highly desirable. Special licensing in B-Well, Process Distribution and Process Chemistry 1 required.

\*Note: Otherwise qualified applicants possessing a C-Well certification may be considered, provided the applicant can obtain a B-Well certificate within the first year of employment.