

## WATER TREATMENT PLANT SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for the operation and maintenance of the City's water treatment plants and related facilities including pump stations, lift stations, storage reservoirs, and sludge handling facilities; ensures compliance with federal and state water quality guidelines and regulations; ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other divisions, contractors, and outside agencies; maintains appropriate work records including time cards and work orders; serves as technical resource for assigned work crews; and performs the more technical and complex tasks relative to assigned area of responsibility.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for the operation and maintenance of the City's water treatment plants and related facilities including pump stations, lift stations, storage reservoirs, and sludge handling facilities; ensure compliance with federal and state water quality guidelines and regulations.
2. Establish schedules and methods for providing water treatment plant services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of assigned water treatment staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of assigned program budget; submit budget recommendations; monitor expenditures; work within a budget; code invoices for payment.
6. Perform the more technical and complex tasks of the work unit including preparing regulatory reports for various regulatory agencies on water treatment plant performance, water quality, and water sources.
7. Conduct daily inspections of water system pumps, motors, meters and electrical systems for needed maintenance and repairs; apply all water treatment related chemicals to City's water system, as needed; operate and maintain all water treatment processes equipment.
8. Review new projects as necessary; read and interpret blue prints, plans, maps, specifications and technical manuals.

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9. Ensure that section activities are carried out in a safe and efficient manner.
10. Maintain records concerning operations and programs; prepare reports on operations and activities.
11. Participate in ordering equipment and supplies for the division; assist in preparing specifications and bid packages for purchase of new equipment.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints in an efficient and timely manner; respond to emergency situations as necessary.
13. Coordinate assigned water treatment plant activities with those of other divisions and departments as necessary.
14. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of water treatment; incorporate new developments as appropriate into programs.
15. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a water treatment plant and laboratory.
- Advanced principles, practices, and procedures used in the operation and maintenance of a water treatment facility and system.
- Methods and techniques used in water treatment and water system maintenance, construction, and repair work.
- Advanced methods, equipment, chemicals and materials used in the treatment, storage, and distribution of water.
- Advanced methods and techniques of water sampling and routine testing.
- Safe handling procedures for water treatment chemicals.
- Operational characteristics of water treatment plant and laboratory tools and equipment.
- Basic American Water Works Association specifications and procedures.
- Occupational hazards and standard safety practices.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Coordinate and direct water treatment plant activities and operations.
- Supervise, organize, and review the work of assigned staff involved in the operation and maintenance of the City's water treatment plant and related facilities.
- Select, train, and evaluate staff.

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- Recommend and implement goals, objectives, policies and procedures for providing water treatment plant activities.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports including state mandated reports.
- Participate in the preparation and administration of assigned budgets.
- Inspect water system facilities and identify and schedule needed maintenance work.
- Perform skilled water system maintenance tasks.
- Conduct tests and required water sampling.
- Monitor and adjust plant processes.
- Operate a variety of equipment and tools necessary to maintain the water treatment plant.
- Plan and organize work to meet changing priorities and deadlines.
- Ensure drinking water is in compliance with state and federal guidelines and regulations.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Maintain clear and accurate reports on plant activities.
- Follow oral and written instructions in an independent manner.
- Operate office equipment including computers and supporting software applications.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in water treatment, chemistry, microbiology, physical science, or a related field.

**Experience:**

Five years of increasingly responsible experience in water treatment plant maintenance and operations including one year of lead supervisory responsibility.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of a valid Grade T5 Water Treatment Operator Certificate issued by the State of California, Department of Health Services. within one year of employment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, toxic chemicals, mechanical and electrical hazards, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Exempt

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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.