



JOB DESCRIPTION

Position: Water Treatment Plant Superintendent
Department: Public Works Department/Utilities Division
Reports To: Director of Utilities

General Summary

The Water Treatment Plant Superintendent is responsible for the continuous operation and maintenance of a Class IV Water Supply Works and the delivery of safe, clear and sufficient water to the community.

The Water Treatment Plant has an annual operating budget of approximately \$1.6 million. This position is responsible for the operations of a 10 million gallon per day treatment plant that currently treats 3.15 million gallons per day. The plant is a modern, computer monitored, lime-soda softening facility that utilizes ground and surface water. The Plant Superintendent manages a facility that is staffed by seven (7) employees and in operation 24-hours a day, seven days a week.

The Water Treatment Plant Superintendent is a division head, within the Utilities Department of the Public Works Department. This position reports to the Director of Utilities and at times will be required to consult with the Public Works Director/Assistant City Manager. The incumbent is expected to work closely with other City departments and division heads to integrate related work activities. This position must also communicate and exchange information with state regulatory agencies, vendors, consulting engineers, news media, civic organizations, and city/county residents.

Job Responsibilities

- ❑ Assigning and directing the daily work of plant operator's, lab technician, and maintenance personnel.
- ❑ Planning, scheduling, training, assigning and supervising the work of the plant staff and all related operations.
- ❑ Providing input in the hiring and disciplining of employees, as approved by the Director of Utilities. The incumbent will also develop and enforce the division and department work rules.
- ❑ Maintaining a continuing check on the proper and efficient operation of the plant, which includes raw water supply and pumping, treatment, finished water pumping and distribution storage.
- ❑ Working with and maintaining adequate quantities of treatment chemicals, repair parts, and various supplies.
- ❑ Being knowledgeable of all regulatory and reporting requirements.
- ❑ Responding to emergency situations.
- ❑ Maintaining of records, logs, charts, surveys, etc.
- ❑ Implementing and enforcing safe work practices and procedures.
- ❑ Providing an uninterrupted supply of clean, safe water to the city.

- ❑ Contending with a constantly changing raw water source, i.e. floods, drought, ice, bacterial and chemical, taste, and odor.
- ❑ Maintaining operations during planned and emergency repairs.
- ❑ Maintaining compliance with state and federal regulations and meeting all reporting requirements.
- ❑ Handling complaints from upset and angry residents.
- ❑ Initiating, investigating, and implementing operational improvements in the Plant.
- ❑ Preparing and administering the Plant's capital and operating budgets.
- ❑ Driving to various locations remote from the Plant.
- ❑ Reading, interpreting and communicating to others the intent of state and federal regulations.
- ❑ Experience in using computers and software programs.
- ❑ Ability to climb steps and ladders in the plant and storage tanks.
- ❑ Knowledge of the plant laboratory chemicals and equipment.
- ❑ Ability to communicate effectively in answering questions, making presentations, giving tours of the facility, etc.
- ❑ Ability to supervise, direct, and evaluate the work of others.
- ❑ Knowledge and familiarity with the operation and maintenance of equipment found in the facility.

JOB SPECIFICATIONS/REQUIREMENTS

- ❑ Associate's degree or ability to obtain within 24 months. A Bachelor's degree in Science or Engineering is preferred.
- ❑ A valid Ohio Class IV Water Supply certificate is required. A Class III Water Supply certificate, with the ability to obtain a Class IV certificate within the minimum time limit (24 months) required by the EPA may be considered.
- ❑ A minimum of five (5) years' experience in a Class III plant or higher. Three of those years must have been in a supervisory role.
- ❑ Extensive knowledge of operation of a lime-soda water treatment plant, monitoring and regulatory requirements of a surface water plant is required.
- ❑ Extensive knowledge of the requirements of both a Microbiological and Wet Chemistry laboratory.
- ❑ Established accounts with EDMR, EDWR, CDX, and SDWARS are preferable.
- ❑ Ability to effectively communicate with the public and co-workers.
- ❑ Mechanical ability and experience in the maintenance of a water treatment plant.
- ❑ A valid Drivers' License and driving record must be maintained during employment.
- ❑ Ability to document, identify employment eligibility within 3 days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.
- ❑ Residency in Shelby County or adjacent county is required throughout employment.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow other instructions and perform any duties required by the employee's supervisor or designee.