

WATER TREATMENT PLANT SUPERVISOR

General Statement of Duties

Performs technical, mechanical and supervisory work in the complete operation, maintenance, and laboratory analysis of a surface water treatment plant.

Distinguishing Features of the Class

An employee in this class leads operations of a plant to treat and provide an adequate supply of public drinking water. Work is performed in accordance with state and federal laws and regulations. The employee serves as Operator in Responsible Charge of the plant in insuring that environmental, safety and adequate supply requirements are met in production of potable water and disposal of waste sludge. Work involves planning and assigning work to subordinates, supervising and participating in the operations of the plant, preparation and analysis of laboratory results, and preventive maintenance and repairs. The employee is responsible for establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision-making, requesting necessary resources in the annual budget, and motivating, coaching, and insuring effective productivity of division personnel. Work involves considerable initiative and judgment. The employee is subject to working in inside and outside environments and to hazards associated with loud noises, odors, dusts, mists, gases, poor ventilation, and may be required to enter crawl spaces, and water line pipes. General administrative direction is received regarding matters of policy, budget, long range plans, personnel matters, and work priorities. Work is evaluated through conferences and reports for productivity, compliance with required laws and regulations, and acceptance of the public.

Duties and Responsibilities

Essential Duties and Tasks

- Supervise, lead and participate in the work of subordinates engaged in plant operations and process control, laboratory analysis, and preventive maintenance and repair of plant equipment and facilities.
- Participates with management in planning for current and future capacity needs and plant modifications for increased efficiency or regulatory compliance.
- Serves as water Operator in Responsible Charge (ORC) of a Grade A Surface Water Treatment Facility and a Grade 1 Physical Chemical Waste System insuring the town meets its environmental and safety requirements; reviews laboratory reports for operational performance of the plant and oversees changes in the chemical and biological processes of the plant.
- Responsible for regulatory compliance including but not limited to OSHA, North Carolina Department of Environment and Natural Resources (NCDENR) and North Carolina Division of Water Resources (DWR).
- Researches and recommends strategies for meeting new regulatory and environmental requirements.
- Establishes, trains, and insures proper safety policies and procedures.
- Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management decision-making.
- Supervises in-house certified and contracted laboratory analyses.
- Requests necessary resources for plant operations as part of annual budget process; requisitions supplies, chemicals, equipment and other resources.

- Insures proper preventive maintenance is performed on plant equipment and facilities; participates in trouble-shooting, repair and maintenance activities; recommends in-house repair measures or contracted repairs.
- Leads, motivates, communicates, coaches, and reviews the performance of employees; insures proper training and certification of assigned personnel; recommends and participates in disciplinary actions; participates and recommends in the hiring process; insures safety precautions are followed.
- Assists Public Services Director with development of mandate programs such as Vulnerability Assessment and Emergency Plan, Local Water Supply Plan, Emergency Response Plan, etc.
- Prepares and publishes annual Water Quality Consumer Confidence Report.
- Performs customer service response to water quality questions and complaints.

Additional Job Duties

- Performs related work as required.
- Serves on various employee or other committees as assigned.
- Maintains the operation manual, drawings and schematics of electrical and other systems in the water treatment plant.
- Monitors performance of electrical systems, circuits or equipment of the water treatment plant.

Recruitment and Selection Guidelines

Knowledges, Skill, and Abilities

- Thorough knowledge of the principles and practices of a surface water treatment plants complete operation and maintenance.
- Thorough knowledge of the local, state, and federal laws and regulations relating to water treatment.
- Thorough knowledge of safety procedures and practices and recognition of hazards in water treatment facilities including process safety management for chlorine gas.
- Knowledge of chemical and biological processes as applied to surface water and of physical/chemical waste water treatment.
- Thorough knowledge of SCADA systems, water distribution systems and process controls.
- Knowledge of budget process, purchasing, and personnel policies and practices.
- Working knowledge of effective supervisory practices including leadership, motivation, communications, delegation, discipline, performance coaching and review, and other supervisory practices.
- Working knowledge of personnel labor laws and regulations.
- Working knowledge of mechanical, electrical, and electronic trades as applied to water treatment facilities and equipment maintenance and repair.
- Working knowledge of the application of information technology to the management of the plant.
- Skill in problem solving and troubleshooting to maintain treatment facilities and process control.
- Ability to plan and organize work.

- Ability to analyze information and make effective decisions.
- Ability to establish and maintain effective working relationships with town officials, regulatory officials, contractors, other employees, and the general public.
- Ability to communicate effectively orally and in writing.
- Able to establish and maintain records and reporting systems necessary for compliance and effective management decision making.
- Experience with conventional water treatment and up-flow clarification desirable.
- Experience with chlorine gas feed systems.

Physical Requirements

- Must be able to perform the basic life functions of climbing, balancing, stooping, crouching, reaching, walking, pushing, pulling, lifting, feeling, fingering, grasping, talking, and hearing.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.
- Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, operate a variety of light equipment, inspect moving parts, operate a computer terminal, and use measuring devices.

Desirable Education and Experience

- Graduation from an accredited community college with a degree in chemistry, environmental science or related field and considerable water treatment experience, including considerable supervisory training and experience; or an equivalent combination of education and experience.
- Possession of current NC Grade A Surface Water Treatment Certification.
- Possession of current NC Grade 1 Physical/Chemical Waste Water Certification.
- Possession of Valid North Carolina driver license
- North Carolina “ B” (minimum) Commercial Driving License with tanker endorsement

