



Water Treatment Plant Supervisor

WP/4

Water Production

JOB SUMMARY

This position is responsible for performing specialized duties in the operation of a water treatment plant, supervising Water Treatment Operators and acting as the Division Superintendent in his/her absence.

ESSENTIAL FUNCTIONS

- Schedules and monitors for completion of the testing, inspection, repairs, maintenance, etc. of facilities to be performed by the Water Treatment Operators.
- Performs the duties of the Division Superintendent in his/her absence.
- Operates equipment to control water flow and maintain proper operating levels.
- Monitors the SCADA system to ensure proper plant operations.
- Services, maintains, operates, and repairs facilities and equipment, including large-scale pumping devices, chlorination and other chemical feed systems, storage facilities, and related equipment.
- Collects samples; performs laboratory analyses to ensure that treatment facilities are operating efficiently; supervises and carries out corrective actions.
- Makes rounds of plants; reads gauges and meters; records readings.
- Maintains, calibrates, and repairs a variety of mechanical and electrical equipment, including pumps, motors, controllers, valves, charts, and plant instrumentation.
- Maintains maintenance and chemical analysis records; prepares logs, records, and reports, including required local, state, and federal reports.
- Maintains plant facilities; paints interior and exterior surfaces; makes minor building repairs.
- Reads and interprets plans, maps, and specifications.
- Responds to after-hours emergencies.
- Attends required training classes.
- Flushes hydrants.
- Manages the Water Treatment Plant Lab
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of treatment principles, operations, and equipment.
- Knowledge of computers and job-related software programs.
- Knowledge of chemistry, mathematics, hydraulics, and biology.
- Knowledge of division and agency policies and procedures and federal, state, and local laws and regulations.
- Skill in the interpretation of plans, maps, and specifications.
- Skill in the operation and maintenance of mechanical and electronic equipment.
- Skill in planning, organization, and decision making.
- Skill in thinking clearly under difficult circumstances.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Water Production Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal and state drinking water regulations, OSHA regulations, and agency policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and technical duties. Changing water conditions contribute to the complexity of the position.
- The purpose of this position is to perform specialized duties in the operation of a water treatment plant. Successful performance helps ensure the provision of safe drinking water for all customers.
- This position serves as a backup in the absence of the Division Superintendent.

CONTACTS

- Contacts are typically with co-workers, representatives of state and federal agencies, vendors, contractors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, at water treatment facilities, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervises and schedules work for the Water Treatment Plant Operators in conjunction with the Division Superintendent. Performs the duties of the Division Superintendent in their absence.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency are commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position. Completion of an apprenticeship/internship or having had a similar position for three to five years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated, to include a HazMat endorsement.
- Possession of or ability to obtain a Class II state-certified license for water treatment within 24 months of holding the position.
- Possession of a Laboratory Analyst License is desired.
- Bachelor of Biology or Chemistry preferred.