

## **TREATMENT PLANT MAINTENANCE SUPERVISOR**

### Definition:

Under the general supervision of the Water Treatment Superintendent, supervises the maintenance of the water treatment plants; assures that all maintenance is performed on all plants, wells, raw and treated water pumps stations, storage facilities, grounds and SCADA systems; performs a wide variety of operations, maintenance, and repair work within the treatment plants; provides assistance in a variety of administrative and technical tasks and do related work as required.

### Distinguishing Characteristics:

This is the full supervisory level in the plant maintenance class series. This class requires knowledge of all treatment plants, pumps, valves and related equipment, their operating characteristics and maintenance requirements. The duties require work outdoors in all types of weather, regular walking (sometimes on uneven ground and slippery surfaces), frequent bending, stooping, kneeling, squatting, walking, climbing carrying (up to 50 pounds). Work in confined areas adjacent to moving machinery and equipment; distinguishes fine detail and color; works with or around hazardous chemicals and sometimes in confined spaces.

### Examples of Duties:

- identify maintenance needs;
- plan, schedule, prioritize and lay out work of maintenance personnel;
- evaluate subordinate personnel;
- plan, schedule and perform more difficult and complex operation and maintenance tasks;
- prepare and track budget;
- coordinate, assist and inspect treatment plant repairs and maintenance;
- prepare a variety of special reports and studies relating to water and water treatment plant equipment;
- supervise and train personnel;
- organize and conduct safety training programs;
- purchase materials and supplies;
- maintain plant operating equipment and facilities in a clean and orderly condition;
- maintain and track inventory in the warehouse;
- operate motor vehicles as needed;
- perform plan and design review for facility construction modifications;
- maintain logs of operations and file annual auxiliary power reports with local, state or federal regulatory agencies;

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- generate electronic work requests and purchase requisitions;
- prepare emergency response plans and respond to emergencies and take appropriate actions quickly;
- maintains and operates raw water pump stations;
- assist in implementing and maintaining preventative maintenance programs;
- perform standby duty as appropriate;
- perform related duties as required.

### Qualifications:

### Knowledge of:

- thorough working knowledge of water treatment plants, equipment and operation;
- operation and maintenance of pumps, electrical motors, valves, piping, chemical feed systems, emergency generators, rotating equipment, welding, fabrication, and control systems;
- modern methods of water treatment, elementary mechanical, low and medium AC voltage electrical currents, and hydraulic principles and math;
- knowledge of sources of supply disinfection and properties thereof;
- distribution system operations and maintenance;
- emergency response plans and safety procedures;
- state and federal health codes and water quality regulations and reporting requirements;
- principles of good supervision and training;
- safe work practices and safety regulations;
- a practical familiarity of treatment plant design, pump stations, storage tanks and pressure reducing stations;
- water utility management, safety and public health;
- emergency response plans and procedures;
- use of personal computer and common office and technical software and Internet applications;
- perform maintenance and diagnose problems within the treatment plants;
- perform electrical work, recognize unusual, inefficient or dangerous operating conditions;
- interpret plant and piping diagrams;

### Ability to:

- follow written and oral directions;
- work responsibly without supervision;
- work unusual shifts such as weekends, evenings and holidays when required;
- supervise and evaluate employees;

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- use a variety of tools and equipment;
- establish and maintain cooperative working relations with others;
- prepare, maintain and implement emergency response plans and procedures.

### Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of high school and six years of experience at a journey level in the maintenance of water treatment, pumping and SCADA facilities or an equivalent combination of education, training and experience.

### License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record. A Grade 2 Water Treatment certification and a Grade 1 Distribution certification required. A Grade 2 Distribution certificate is required before completion of the probationary period.