

TREATMENT PLANT OPERATIONS SUPERVISOR

Definition:

Under general supervision of the Water Treatment Superintendent, supervises and coordinates the operation of all water treatment plants and directly related facilities to supply, treat, transmit, and store water in compliance with federal and state requirements; perform related work as required.

Distinguishing Characteristics:

This is the supervisory level class in the Water Treatment Plant operations series. This class requires knowledge of all treatment plants, pumping facilities and pertinent federal and State regulations. May cross train and substitute with the Treatment Plant Maintenance Supervisor. The duties require work outdoors in all types of weather; frequent walking, climbing, bending, stooping and kneeling; lifting and carrying up to 80 lbs., working near moving machinery; oral and written communications; distinguishing colors; operating a variety of equipment including radio, telephone, computer and telemetry equipment and working with hazardous chemicals and walking and climbing on wet, slippery and uneven surfaces.

Examples of Duties:

- plan, schedule, assign and evaluate operators;
- make periodic inspections and reports of plant conditions;
- determine plant production to match demand;
- instruct and train plant operators;
- develop, organize and conduct safety programs and inspections;
- troubleshoot mechanical and electrical problems;
- operate pumps, valves, plants and reducing stations;
- supervise plant operations and personnel;
- backwash filter beds;
- clean and lubricate equipment;
- adjust equipment for optimal performance;
- requisition, receive and store supplies, equipment and materials;
- operate Agency vehicle as needed;
- record and report on plant operations including test results, maintenance work performed and unusual operating conditions;
- prepare budget estimates for capital improvements and other budgetary items;
- prepare various reports for Water Quality Control Board, State Health Department, consult engineers and General Manager;
- review and recommend appropriate actions in response to new regulations;

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- analyze a variety of data with regard to water treatment procedures and process and make recommendations as to necessary and appropriate actions in response to the findings;
- analyze plant operations and capacities and make recommendations concerning plant expansion, modifications and construction;
- evaluate employee performance and take appropriate actions;
- train operators;
- maintain appropriate records;
- prepare reports and correspondence, serve in the Water Treatment Superintendent's absence, respond to emergencies, and develop and maintain emergency response plans;
- perform related duties as required.

Qualifications:

Knowledge of:

- principles and procedures of supervision and training;
- operating principles, methods and materials used in water treatment plants;
- repair, maintenance and adjustment procedures of water treatment equipment;
- chemical and quality testing of water conditions;
- relevant safety procedures;
- Public Health Service regulations and California laws and statutes pertaining to domestic water supplies;
- budget preparation and implementation;
- sources of supply;
- disinfection;
- distribution system operation;
- basic skills in PC operation.

Ability to:

- supervise, train and evaluate personnel;
- plan and schedule the work of subordinate personnel;
- troubleshoot and operate plant equipment;
- perform chemical and quality testing of water, equipment and materials;
- prepare and maintain accurate logs, charts, records and reports;
- work effectively and cooperatively with others;
- analyze data and prepare appropriate recommendations;
- respond to emergency situations and take appropriate actions quickly;

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- plan and prepare for emergency situations;
- prepare and operate within an annual budget;
- work unusual hours and shifts as required.

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 post secondary education leading to a Grade IV certification in water treatment plus five years experience in water treatment facilities comparable to PCWA's.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record and a valid California Grade T5 Water Treatment Certificate.