

WATER TREATMENT SUPERINTENDENT

Definition:

Under direction of the Director of Technical Services, to plan, organize and direct activities relative to the treatment, testing, storage and delivery of water throughout the Agency's treated water system and perform related duties as required.

Distinguishing Characteristics:

This position is an exempt position at the Mid-Manager level and responsible for operation and maintenance of treatment plants, laboratory, pumps and related appurtenances and supplies as well as the operating of the distribution system. Incumbents report to the Director of Technical Services and supervise administrative, professional, technical and clerical personnel as assigned. The duties of the position are performed both in an office setting and outdoors, including inspection of facilities. Employees are required to stand, walk on uneven terrain, climb and balance, operate variety of equipment, sit for long periods, and lift up to 55 pounds. May have to stoop, crouch or crawl and work at elevations of forty feet occasionally. May work with hazardous chemicals and must be able to work using SCBA in confined spaces. Vision requirements include close vision, distant vision, and peripheral vision, depth perception and ability to adjust focus.

Examples of Duties:

- plans, organizes, directs and supervises the treatment, regulation and distribution functions of the Agency's water system;
- determines work procedures and schedules;
- assigns work and reviews for correctness and conformance to policy and procedures;
- maintains water quality, treatment and usage records;
- assists in the long range planning program of general improvements of Agency facilities;
- maintains availability of water in Agency treated water conduits;
- manages program for the operation and maintenance of pumping stations including the American River pumps;
- prepares and administers departmental budget; assists in formulating Agency rules, regulations and policies;
- reviews department policies, procedures and practices to improve safety, efficiency and effectiveness;
- coordinates work with other departments and agencies;
- maintains cooperative working relationships with and among staff, vendors, and other agencies;
- may settle grievances, take appropriate disciplinary actions and evaluate staff;

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- oversees water quality measures and testing programs;
- estimates costs of plant maintenance and improvement projects;
- coordinates with various governmental agencies on water quality testing, treatment and state safety and health regulations, environmental regulations, hazard and emergency response;
- maintains appropriate records and drawings;
- responds to public or other inquiries; evaluates issues and options and makes recommendations;
- interviews, hires and supervises new employees subject to approval by the Director;
- trains subordinate staff; makes presentations to the Board of Directors;
- may act for the Director of Technical Services in his/her absence;
- assist in preparing and administering agreements and contracts relating to water sales and distribution;
- attends special committee meetings;
- reviews and checks engineering plans prior to construction and submits comments;
- coordinates emergency responses to incidents which could affect water treatment and distribution system.

Qualifications:

Knowledge of:

- the administration of water treatment and distribution systems;
- water quality, treatment, pumping, distribution and storage techniques and procedures in providing domestic water;
- modern management techniques and principles;
- budget preparation and administration;
- federal, state and local regulations, laws and statutes pertaining to domestic water systems;
- electrical and pneumatic control systems;
- sample collecting and laboratory testing procedures;
- principles and practices of operating, adjusting and maintaining modern water treatment equipment;
- safe work practices and regulations.

Ability to:

- plan, organize, and direct the work of subordinate staff;

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- establish, maintain, and control a departmental budget;
- prepare a wide variety of technical written and oral reports;
- work cooperatively with others;
- effectively supervise the work of administrative, professional, writing;
- operate standard office equipment;
- conduct research, analyze problems, effectively present options and recommendations and implement adopted solutions;
- read and interpret gauges, meters, recording devices and other monitoring equipment reflecting plant and facility operations including computers and telemetry equipment;
- identify and take appropriate actions during unusual operating situations;
- make necessary adjustments to operate plants and facilities within requirements;
- coordinate efforts with other departments and agencies to achieve overall Agency goals and objectives.

Education/Experience:

Sufficient training, education and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of two years of college in business administration, biology, industrial arts or chemistry or related field and six years of increasingly responsible experience in water treatment, water quality and water distribution including at least three years supervising treatment plant operators or an equivalent combination of education and experience.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record, a Grade IV Water Treatment Certificate and obtain Grade V within one year of start of employment.