

WATER PRODUCTION SUPERINTENDENT

NATURE OF WORK

This is professional administrative and technical work in the operation of the water production facility.

The position of this class is responsible for planning, directing, and coordinating all phases of water production. The employee supervises Water Plant Operators and plant maintenance personnel. The employee is expected to exercise initiative in evaluating existing procedures and programs and in proposing and implementing revision, as well as in obtaining the effectiveness of the facility and equipment. The employee of this class develops and formulates plant operational policies, conducts special studies, and researches means to improve the quality of water production. Work is performed with considerable independence under the general administrative direction of the Mayor and City Council. Consulting engineers are available to provide engineering expertise. Work is reviewed for effective and efficient operation of the water treatment plant and the quality of the water provided.

ILLUSTRATIVE EXAMPLES OF WORK {Employees of this classification must be able to perform the following physical and mental tasks related to these functions will be required. The following examples do not contain every task that could be reasonable assigned. The absence of a specific task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

Supervises water plant operators and other maintenance personnel at the water treatment plant; schedules and assigns personnel to shifts; authorized vacations and other leaves; ensures operators are properly trained; evaluates the performance of operators.

Directs and coordinates the maintenance and repair of machinery and equipment. Participates in the formulation of plans for construction of water production and treatment facilities.

Initiates the purchase of supplies and equipment; supervises the procurement and storage of chemicals in the treatment processes; ensures that proper stock levels of chemicals are maintained. Prepares and coordinates the preparation of chemical and other required analytical reports and ensures timely submittal.

Supervises the operation of the laboratory, and ensures that required tests are performed properly in adherence to prescribed schedules; ensures that gauge readings are made as required and properly recorded.

Confers with representatives from federal and state agencies, water analysis laboratories, and consulting engineers.

Investigates customer complaints concerning water quality and related problems; writes reports of findings.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the operation and maintenance requirements and procedures of a modern water treatment and production facility.

Considerable knowledge of the chemical, physical and bacteriological processes involved in water purification and filtration.

Knowledge of current developments and literature in the water treatment and production field.

Knowledge of effective supervisory principles and practices.

Ability to schedule, assign, and evaluate water personnel.

Ability to analyze operational problems and conditions and to develop new programs and procedures.

Ability to establish and maintain effective working relationships with city officials, consultants, employees, and the public.

Possession of the ability to obtain within two years of employment and maintain a Class IV certificate in Water Treatment, Water Production, and Water Distribution.

TRAINING AND EXPERIENCE REQUIREMENTS

High school diploma or GED equivalency supplemented by coursework in chemistry, civil engineering or related water operations field; and four years progressively responsible experience in chemical engineering work or water treatment production activities at a water or related facility; or any equivalent combination of education, training, and experience.