

CITY OF LEAVENWORTH
JOB DESCRIPTION

TITLE: Water Plant Supervisor

REPORTS TO: Public Works Director

DEPARTMENT: Public Works/Water Division

POSITIONS

SUPERVISED: Assistant Water Plant Operator and other personnel when assigned.

FLSA STATUS: Non-exempt

SALARY RANGE: Probation (1 year): \$4,573 per month
Range following successful completion of probationary period: \$5,380 – \$5,883

POSITION SUMMARY

Under direction from the Public Works Director, the Water Plant Supervisor plans, directs, and supervises the operations and maintenance of the City's Water Treatment Plant, wells, booster pumps, and reservoirs. This individual plans, coordinates, assigns and supervises the work of various crews involved in the Water Division; provides technical staff assistance, training, and performs related work as required; and in coordination with others plans and recommends long range capital improvements for the facility.

Performs and oversees regular and recurring operation, maintenance, troubleshooting, modification, and repair work of the Water Treatment Plant and equipment to control the flow and production of water, and to conduct standard tests required by the Department of Health and Department of Ecology. Provides work direction of assigned employees. Serves as relief operator for Wastewater Treatment Plant and supply system as assigned, when necessary.

Responsible for the City's day-to-day water quality compliance testing programs and operations, and for meeting all governmental reporting requirements. Maintains the City's water sampling program, cross connections program, and analyzes information to identify preventive and corrective maintenance problems, and recommends maintenance priorities. Performs primary and secondary maintenance duties as assigned. Assists the City with planning, directing, maintenance, operation, and coordination of activities related to all water quality system operations.

DISTINGUISHING CHARACTERISTICS:

Individuals assigned to this classification will normally perform regularly, proficiently, and independently the most complex work of the skill area. Individual will be expected to apply

considerable practical knowledge of the skill field to resolve unusual and irregular problems that may occur, and to contribute suggestions for improvements and procedures in the operations. This position requires substantial interpretation, analysis, and reasoning in area of specialization, especially in non-routine, new, or particularly troublesome aspects. Failure to perform in a proficient manner could have serious consequences to the health of citizens and to the environment.

ESSENTIAL FUNCTIONS:

- Plan, schedule, direct and supervise advanced and specialized activities for the installation, treatment, inspection, monitoring, maintenance, and repair of City water utility supply, facilities, and telemetry systems.
- Establish operational objectives, goals and priorities; monitor and measure attainment of objectives, goals, and priorities and implement corrective actions in project phases and objectives as necessary.
- Develop and implement short- and long-range maintenance and preventive maintenance programs; provide technical guidance and training; schedule safety and other training sessions; inspect job site for safety issues and proper practices.
- Inspect water pump stations to assure pumps and chemical feed stations are operating properly; assure water samples meet quality standards.
- Train, assign, supervise, and evaluate the work of assigned water utilities personnel; Assist O&M Superintendent with annual employee evaluation assigned to the division.
- Monitor telemetry readings of reservoir levels and system failures; discuss concerns, malfunctions, and other issues with appropriate personnel and develop actions to address issues; respond to emergency situations according to established procedures.
- Estimate materials, time, and personnel required to complete work projects; develop schedules, including alternate schedules, in case of inclement weather conditions; enter schedules into computer system.
- Evaluate water system for future standard upgrades and new technological alternatives of system improvement; evaluate cost, timing and staffing issues.
- Prepare and maintain a variety of records and reports related to water utility system operations, water quality and test results, inspections, preventive maintenance, performance evaluations, service complaints, bid specifications, and work projects.
- Assure water quality standards' compliance and coordinate appropriate water treatment.

- Maintain inventory of tools, equipment, and supplies; assure vehicles, tools, and equipment are maintained in a clean, safe and proper working condition.
- Train assigned personnel in the operation, use, and care of specialized equipment, including telemetry, chemical, and electrical testing equipment.
- Interact with the public, contractors, and government agencies to receive complaints and suggestions, and to provide information and explanation regarding City water system.
- Interact with engineering personnel for plan review and evaluation of capital improvement projects; interact with contractors and engineers during pre-construction meetings.
- Respond to emergency and off-hour situations as required; administer first aid and CPR as needed.
- Other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- Operation, use, and care of hand and power tools, and specialized equipment used in water utilities treatment, operations, maintenance, general construction, facility, and maintenance work.
- Principles and practices of supervision and training.
- Federal and State laws, rules, and regulations related to assigned activities.
- Applicable City codes and standards.
- Interpersonal skills using tact, patience, and courtesy.
- Advanced and specialized, treatment, operations, construction, maintenance and repair procedures, practices, and methods used within the water utilities maintenance area.
- Layout, treatment, operation, and activities of City water systems and facilities.
- Policies and objectives of assigned City systems and activities.
- Local topography and geography.
- Operation of light and heavy vehicles and equipment.
- Health and safety practices and procedures.
- Electricity, electronics, and water hydraulics principles.
- City purchasing policies and procedures.

Ability to:

- Plan, organize, and supervise subordinate employees in the maintenance, construction, and operations of water treatment and distribution systems.
- Inspect, monitor, maintain, and repair of City water utility supply, facilities, and telemetry systems.
- Interpret engineering and technical specifications.
- Maintain various records and reports concerning the water treatment plant facilities and operational requirements to be in compliance with local, federal, and state requirements.
- Establish and maintain effective working relationships with fellow employees and the general public, and deal with the public and general contractors and suppliers courteously and tactfully.
- Communicate, read, write, and understand English at a level necessary for efficient job performance.

LICENSES AND CERTIFICATIONS REQUIRED:

Water Distribution Manager II Certification

Water Treatment Plant Operator II Certification

Water Treatment Plant Operator III Certification must be obtained within three (3) months of employment.

Washington Class C Driver's License

*Cross Connection Control Specialist Certification

**Within one year of Employment*

DESIRABLE QUALIFICATIONS:

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Experience: Three years progressively responsible experience in the maintenance, repair, and operation of public works facilities with water, sewer, and plant operations, including at least two years experience in water disinfection, testing and sampling of a water supply, cross connection control, and water system flushing.

Education: High School Diploma required, Associate Degree, or Bachelor Degree in related field desirable.

Safety Practices:

- Complies with federal, state, county, and City of Leavenworth laws, rules, regulations, ordinances, and policies;
- Performs work within *WISHA* safety standards and the City's *Accident Prevention and Safety Program* (Printed 2-25-2002; distributed 6-24-2002) with consideration for public safety and convenience;
- Identifies unsafe working conditions and deficiencies and takes appropriate action to immediately correct them;
- Seeks instruction for unaddressed safety and health situations from competent, qualified employees, supervisors, and/or management;
- Attends safety meetings and tool box talks;
- Uses protective clothing and personal protective equipment when and where required or necessary;
- Performs work in a smoke and drug free work environment to promote health, safety, and productivity.

Machinery, Equipment, Tools, and Heavy Equipment:

- Is capable of competent, qualified operation of assigned machinery, equipment, tools, and heavy equipment within each unit's capacity, necessary to accomplish required tasks.

Physical Capabilities:

- Physical strength sufficient to perform heavy manual labor for extended periods of time during the regular shift, during overtime hours, and when performing work under emergency conditions;
- Must be able to perform heavy manual labor associated with assigned maintenance tasks, which may include safely lifting and moving objects weighing up to 100 pounds;
- Capable of exerting physical effort that includes combinations of standing, sitting, bending, walking, stooping, digging, manipulating, climbing, balancing, kneeling, crouching, crawling, lifting; walking over rough terrain and uneven or slippery surfaces; using hands to finger, handle, feel objects or tools or controls; frequently reaching with hands and arms;
- Talking, hearing, tasting, and smelling capabilities sufficient to alert oneself and others to unusual, unsafe, or dangerous situations;
- Vision capabilities that include close vision, distance vision, color vision, depth perception, peripheral vision, night vision, and adjusting focus with or without vision aids (prescription eyeglasses or contact lenses);
- Hand-eye coordination and fine manipulation capabilities necessary to operate various machines.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an outside environment and inside, which is busy, oriented to public service, and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines.

The noise level in the work environment is usually moderate but at times can be sustained to loud noises due to equipment being used. Ear protection is required to be worn at all times when operating equipment where the equipment operations manual requires it to be worn, or when noise levels are excessive or constant.

Following an offer of employment, and prior to starting work, individuals will be required to have a pre-employment physical examination by a physician designated by the City of Leavenworth. The City will pay for the examination. Satisfactory clearance to perform representative duties and physical capabilities will be required for employment.

The Statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility, and the level of knowledge and skill typically required, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

The City of Leavenworth is an equal opportunity employer.