

TITLE: Water Plant Supervisor
RANGE: \$6,107 - \$6,878 (2023)

FLSA STATUS: NON-EXEMPT
UNIT: REPRESENTED

This description is intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification. Sufficiently similar duties not specifically mentioned herein are not expressly excluded.

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.

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.

Scope of Responsibility:

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.

Supervision Received/Given:

Provides supervision to Water Plant Operators and other personnel when assigned.

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; Perform employee evaluations 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 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.

ADDITIONAL REQUIREMENTS:

- 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 must be obtained within one (1) year of employment

EDUCATION AND/OR EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. 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, 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's degree in related field desirable.

Working Conditions:

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.

Physical Requirements:

The employee must possess stamina and ability to perform strenuous physical activity, including the ability to climb, bend and work in tight or confined areas. The employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment or additional staff; climb ladders and work at heights up to 100 feet; and enter manholes and confined spaces and work at depths up to 30 feet. The employee must be able to hear alarms and audibly identify the presence of a danger or hazard. The employee must possess vision to read printed materials and a computer screen; color vision and depth perception are required to read various dials, gauges, and identify color-coded cables and wires. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee may be required to sit for prolonged periods of time. Finger

dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment.

The City of Leavenworth is an equal opportunity employer.