

Water Plant Superintendent - 2970

Primary Reason Why Classification Exists

To manage the operations and maintenance of the City's municipal water treatment plant, a division of the Public Works & Utilities Department.

Distinguishing Features of the Class

An employee in this class is plans, organizes, and supervises the operations, testing, and maintenance of the municipal water treatment plant. Emphasis of the work is on water treatment, testing, distribution, and daily operations of water treatment facilities with a goal of delivering high quality and safe municipal water supply to citizens and businesses. The manager is also responsible for directing employee training programs and completing employee performance reviews. The manager makes operational decisions in response to problems reported by water plant operators and serves as the Operator in Responsible Charge (ORC) with state regulators. Routine operations and maintenance of the plant are delegated to the Chief Water Plant Operator who also serves as the Back-up ORC. Work is performed under the general direction of the Public Works and Utilities Director and is evaluated on the basis of attainment of individual and division objectives, quality and safety of drinking water, and efficient and effective plant operations.

Illustrative Examples of Work

- Plans, organizes, and supervises the work of plant operations and maintenance personnel; performs and/or directs the routine or emergency repairs or replacement of mechanical, electrical, hydraulic, and other related plant equipment, meters, and gauges
- Advises plant operators and general maintenance workers of assigned duties, changes in routines, problems, and conducts meetings as required; provides training to plant staff
- Establishes policies and procedures for plant operations and responses to emergencies
- Interviews and hires new employees; evaluates employees on work performance, makes promotion and disciplinary recommendations, and approves leave and time entry of staff
- Ensures operators apply work rules and practices to comply with OSHA, NCDENR, and state health standards and all equipment is in proper working condition
- Develops operating and capital budget estimates of plant equipment and life cycles for replacement; tests new equipment
- Ensures staff maintains plant inventory, operating, and maintenance records by conducting periodic audits
- Supervises personnel who perform tests for coagulation, PH levels, and alkalinity; determines optimal chemical dosages; performs tests for titrations, Baume levels, settleable solids, specific gravity, water hardness, carbon dioxide levels, dissolved oxygen, chloride, coliform, alum percentage, caustic percentage, fluoride level, carbon, chlorine, and colorimetric tests
- Prepares various narrative, statistical, fiscal, and technical reports on plant operations including residual disinfectant reports, physical testing and chemical analysis, and various regulatory reports for state and federal agencies
- Meets with various groups or individuals regarding plant operations, water supply requests, and quality of water provided
- Conducts tours of the plant with visitors and regulators

- Performs related work as required

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles, practices, tools, and equipment used in water treatment plant operation
- Thorough knowledge of the operating and maintenance requirements of water treatment plants including knowledge of hydraulic, chemical, and mechanical principles
- Thorough knowledge of state and federal water treatment and water quality regulations
- Thorough knowledge of the occupational hazards of work and necessary safety precautions including OSHA rules and regulations
- Knowledge of the principles and practices of effective management and supervision
- Knowledge of fiscal, accounting, and budgeting practices and procurement procedures
- Knowledge of principles of employee relations, discipline, reward systems, and coaching
- Ability to plan, supervise, and evaluate the work of water plant personnel including defining individual and plant performance objectives
- Ability to perform required laboratory tests, maintain records and reports of operations, and ensure for compliance with state and federal regulations
- Ability to detect problems in the operation of mechanical equipment and to determine proper remedial measures
- Skill in the operation of water plant equipment

Physical Requirements

Work in this class is primary administrative and managerial in nature. When participating with staff in operations the work is characterized as medium work requiring exertion of in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force frequently, and/or in excess of 10 pounds of force constantly to move objects. Employee must have the visual acuity to prepare and analyze data and figures, perform extensive reading, conduct visual inspection of small defects or parts, operate a machine, use measurement devices, and to assemble parts at distances close to the eyes.

Working Conditions

Work is performed in both inside and outside environmental conditions including extreme heat and extreme cold. Employee is subject to hazards including a variety of physical conditions such as proximity to moving mechanical parts, electrical current, exposure to chemicals, noise, and atmospheric conditions which may require the use of a respirator. Employee is frequently in close quarters, crawl spaces, small enclosed rooms, and other areas which could cause claustrophobia.

Education and Experience

Graduation from high school or GED equivalency and 5 - 7 years experience operating and maintaining a water treatment plant; an Associate's degree in environmental science, chemistry, biology, hydrology, water & wastewater engineering or related study is desired.

Special Requirements

- A valid North Carolina driver's license
- Certificates in Surface Water "A" and designation as an ORC by the NC Department of Environment and Natural Resources
- Certified in first aid and CPR

FLSA Status: Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight).

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

January 2015