

# CITY OF HELENA



**Position Title: Water Treatment Supervisor.**

**Department: Water Treatment**

**Position #: 1420**

**Grade: 147**

**EEO Category: (08) Service Maintenance**

**FLSA: Exempt**

**EEO Function: (12) Utilities**

**Work Comp Code: 9410**

## **DEFINITION**

Under direction, to supervise, assign, review, and participate in the work of staff responsible for providing water production and treatment services and activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

## **SUPERVISION RECEIVED**

Supervised by the Water/Wastewater Superintendent

## **SUPERVISION EXERCISED**

Exercises direct supervision over technical and maintenance staff.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing water production, storage, and treatment services and activities; identify maintenance problems and areas; implement policies and procedures.

Plan, prioritize, assign, supervise, and review the work of staff responsible for water production, storage, and treatment.

Plan and lay out water production, storage, and treatment maintenance, operation, and repair projects; prepare time, material, and equipment estimates for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; selection appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished.

Write requests for purchase for plant equipment, long-range improvements, telemetry systems, plant chemicals, and computerized SCADA systems for operations.

Participate in the selection of assigned staff; provide or coordinate staff training including in the areas of work methods, techniques, and the use and operation of equipment; work with employees to correct deficiencies; implement discipline procedures; process formal and informal grievances.

Prepare various reports on operations and activities including status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.

Inspection and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.

Supervise the use and operation of tools, equipment, and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools, equipment and vehicles.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; prepare and submit requisitions for supplies, materials, and parts; monitor expenditures; prepare specifications, bids, and contracts.

**Important & Essential Duties cont.:**

Respond to and resolve inquiries and complaints; respond to citizen complaints regarding water quality and quantity.

Participate in the administration of preventive maintenance, in-service training, and safety programs; develop safety programs that meet Federal and State standards; ensure compliance with safety procedures.

Develop and implement watershed management programs, dam safety inspections and guidelines, and downstream warning plans.

Administer water quality programs; ensure water purity tests are conducted and meet required standards.

Review water expansion and improvement plans and specifications; identify process changes in design review.

Supervise the maintenance, operation, and repair of all equipment and facilities including reservoirs, dams, wells, pumping stations, treatment stations, and related water production facilities.

Perform the most difficult water production duties in the area of work assigned.

Conduct plant tours.

Participate in labor negotiations with the City labor unions.

**OTHER JOB RELATED DUTIES**

May serve as acting Water/Wastewater Superintendent upon the request or absence of the Water/Wastewater Superintendent.

Perform related duties and responsibilities as assigned.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operations, services, and activities of a comprehensive water production, storage and treatment program.

Uses, purposes, and operating characteristics of specialized equipment used in water production, storage, and treatment.

Modern and complex principles and practices used in the repair and maintenance of water production and storage systems including pumps, motors, generators, and regulatory devices.

Water purification and testing procedures.

Occupational hazards and standard safety precautions necessary in construction, maintenance and repair work.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

**Knowledge of cont.:**

Principles and procedures of record keeping and reporting.

Principles of mathematics.

Safe driving principles and practices.

**Skill to:**

Use, operate, and maintain a wide variety of equipment and tools used in water production, storage, and treatment construction, maintenance, and repair in a safe and effective manner.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Supervise, organize, and review the work of technical and maintenance personnel.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Independently perform the most difficult maintenance and repair duties in the area of work assigned.

Exercise judgment in determining necessary water production levels.

Select and maintain machinery and equipment used in assigned projects.

Assist in budget preparation and monitoring.

Ensure the maximum utilization of manpower, equipment, and supplies.

Accurately determine project material needs.

Prepare and maintain records and prepare comprehensive reports.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Work on-call, shift work, stand-by, and emergency call as assigned.

**Physical Demands/ Work Environment:**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift up to 50 lbs. Ability to travel to different locations and worksites. Ability to distinguish color; wear protective apparel to protect against elements. Exposure includes cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards and confined spaces.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Four years of responsible water treatment plant and watershed operations experience including two years of supervisory and/or lead operation experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, water treatment, or a related field.

**License or Certificate:**

Must possess a valid drivers license with acceptable driving record at the time of hire and the ability to obtain a valid MT drivers license within six months of hire.

Possession of, or ability to obtain within twelve months of hire, a Class I Water Treatment and Water Distribution Operator certificate issued by the State of Montana.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or NO** (circle one)

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_