

Water Plant Supervisor

Dept/Div: Water Plant/N/A

FLSA Status: Exempt

General Definition of Work

Performs advanced technical work supervising, planning, budgeting, and organizing the operation and maintenance of water treatment equipment and systems, managing staff, maintaining files and records, preparing reports and related work as apparent or assigned. Work involves setting policies and goals under the general direction of the City Manager. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Oversees and directs the operation, maintenance, repair, cleaning, and security of the water production facility and booster pumping stations; performs daily inspections of all machinery; supervises and manages the safety of assigned maintenance workers and equipment operators; ensures proper safety policies and procedures are being followed and adhered to; monitors work in progress.

Recruits and selects department personnel; assigns, directs, trains and inspects the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; transfers, promotes, demotes, suspends, and terminates; ensures deadlines for the department are met; develops and achieves high performance and strategic objects for the department; supervises daily operations.

Performs routine inspection of equipment, grounds, and overall condition of water production facilities; plans, schedules, and directs preventive and corrective maintenance on water production facilities, equipment, and processes; checks daily control tests and interprets these tests to make any necessary changes.

Investigates treatment problems and develops methods, policies, and procedures to ensure efficient plant operations.

Reviews laboratory analysis reports, treatment operational parameters and chemical dosages requirements with plant operations and laboratory staff to verify facilities are meeting all regulatory requirements and water quality goals.

Analyzes annual operating costs and data in the preparation of budget and operational reports; makes recommendations for department budget; plans and prepares budget requests; monitors budget expenditures.

Informs and advises City Manager of all pertinent matters related to the operations of Water Production facilities.

Assists in establishing water plant priorities and scheduling projects; works with City Manager and consulting engineers on the design of new water treatment facilities or modifications of existing plant facilities.

Knowledge, Skills and Abilities

Thorough knowledge of contemporary water treatment facilities regulations, methods, procedures and techniques; thorough knowledge of water transmission pumps, storage, lines and principles of design; thorough knowledge of the chemical and physical processes involved in water treatment; thorough knowledge of modern management methods and practices; thorough knowledge of the operation and maintenance of electrical, mechanical, chemical filtration, and related water treatment plant equipment; thorough knowledge of computers and programs used in the operations of a water treatment plant; thorough knowledge of equipment, facilities, and materials used in water treatment operations; skill in operation of the listed tools and equipment; skill in planning, budgeting, supervision, public relations, project management, and technical writing; ability to guide, direct, and motivate employees; ability to operate and maintain various equipment used; ability to maintain and prepare accurate operating reports;

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ability to detect flaws in the operation of equipment and to determine proper remedial measures; ability to plan, organize, direct, and evaluate the work of subordinate employees; ability to read blueprints, maps, and operation and service manuals; ability to research, collect, and organize data; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public.

Education and Experience

High school diploma or GED and considerable experience relating to the operation and maintenance of water supply or operations of a water plant, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently sitting and using hands to finger, handle or feel and occasionally requires standing, walking, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather) and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Class B Surface Water License or higher in the State of Texas upon hire.

Class C Wastewater License or higher in the State of Texas upon hire.

Must meet and maintain all training and education requirements for position.

Valid driver's license in the State of Texas.

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