

## **WATER TREATMENT PLANT SUPERINTENDENT**

### Definition

Under general direction, to plan, organize, direct and coordinate the operations of District reservoirs, treatment plant, and treated water storage facilities, and to do related work as required.

### Examples of Duties

- Plans, organizes, assigns, supervises, trains, reviews and evaluates the work of all employees engaged in the operation, maintenance and repair of raw water storage reservoirs, the water treatment plant, and related facilities.
- Responsible for monitoring and preparing reports for Department of Health Services, Water Quality Control Board, and other agencies.
- Oversees the proper functioning of systems, coordinating repairs with maintenance and operations personnel and management.
- Develops recommendations and assists the Manager with long-range planning for system improvements and service requirements.
- Develops the water treatment and storage system budget and controls costs.
- Makes spot inspections of the plant, reservoirs and tanks to insure proper utilization of staff and equipment.
- Prepares and executes plans for expansion, reduction, and shifting of system operations and functions.
- Provides general coordination of water treatment and storage activities with other District functions.
- Monitors employee certification training, and safety programs.
- Performs special projects as delegated by the Manager.
- Represents District water treatment and related functions with the public, contractors, and representatives of other government agencies.

### Typical Physical Activities

Travels regularly by vehicle and automobile to inspect District facilities and operations.

Occasionally works in an outdoor environment.

Communicates orally with District staff and the public in face-to-face, one-to-one and group settings.

Regularly uses a telephone for communication.

Uses office equipment such as computer terminals, copiers, and FAX machines.

Walks on uneven terrain.

Sits for extended time periods.

Hearing and vision within normal ranges.

### Special Requirements

Possession of an appropriate California operator's license, Class C, issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Possession of a valid Grade V Water Treatment Operator Certificate issued by the State of California Department of Health.

## **Water Treatment Plant Superintendent**

### Employment Standards

#### Knowledge of:

- Principles, methods, and practices used in water treatment and distribution for public consumption.
- Principles, methods, and practices used in communications-control equipment installation, operation, maintenance, and repair.
- Chemical and quality testing of water conditions.
- Principles, methods, and practices used in water treatment plant maintenance and construction work.
- Rules, regulations, and codes applicable to District water treatment and related functions.
- District policies, rules, regulations, and procedures.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles of supervision, training, and management.

#### Ability to:

- Plan, organize, manage, and administer the District water treatment and distribution functions.
- Oversee the establishment and maintenance of certification, training, and work safety programs.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, plant uses, and time requirements.
- Insure the proper maintenance, construction, operation, and repair of District's treatment plant and related facilities.
- Develop and control budgets.
- Effectively represent District water treatment and related functions with the public, contractors, and other organizations.
- Establish and maintain cooperative working relationships.
- Communicate effectively, both orally and in writing.
- Effectively use modern office equipment utilized in a water treatment plant.

### Desirable Education and Experience

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

**Experience:** Broad and extensive work experience in performing water treatment functions and plant operations, as well as operations, maintenance, and repair of related systems. Work experience must have included substantial experience with centralized communications-control distribution systems. At least two (2) years of the experience in a management or supervisory capacity.

**Education:** Equivalent to graduation from high school, preferably supplemented by course work in water quality, hydraulics or engineering.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.