



POSITION DESCRIPTION
An Equal Opportunity Employer

Class Title:	Water Treatment Plant Supervisor	FLSA Status:	Nonexempt
Dept./Div.:	Water	Civil Service Status:	Unclassified
Reports to:	Water Superintendent	Employment Status:	Full-time
EEO Status:		Normal Work Hours:	Day Shift
Employee Name:		DOT/O*Net Code:	954.132-010 / 954.382-014

GENERAL DESCRIPTION:

Under direction of the Water Superintendent, responsible for the proper operation and maintenance of the water supply and treatment facilities, including the water analysis laboratory, elevated storage tanks, production, and test wells, as well as the related components of the water treatment system. Position is also responsible for assisting in the inventory and record keeping of the water system.

POSITIONS DIRECTLY SUPERVISED:

Water treatment operators.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Computers and general office equipment, lab equipment, hand tools, service vehicles.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Supervise, assist and schedule the work of Water Treatment Operators in the proper operation and maintenance of the water supply and treatment facilities; assure all work is performed in accordance with City of Bryan, State of Ohio or other applicable laws and regulations governing the installation, operation and maintenance of a public water distribution system.

Ensure employees are in compliance with all safety and utility policies, procedures and regulations; operate all facilities in strict compliance with all applicable laws and regulations; assist Water Superintendent in maintaining and updating disaster recovery; assists with appropriate tests conducted and maintain files of the results, etc.

Assist Water Superintendent as needed in the preparation of all Ohio EPA, National Pollutant Discharge Elimination System (NPDES), Ohio Department of Natural Resources and other required operating reports; ensure all pertinent construction data is recorded and engineering drawings completed.

ensure all equipment is properly maintained; assure water department employees are trained to their maximum level; coordinate the work of his/her employees with other utility and city departments,



contractors, engineers, businesses and residents; assist the Water Superintendent in the coaching, training and development of employees, including annual evaluations and disciplinary action when needed.

Assist Water Superintendent in responding to customer questions and complaints.

Assist the Water Superintendent in executing short- and long-range improvements; work with Water Superintendent to ensure operating within the annual budget for the water department; requisition needed equipment, materials and supplies through Water Superintendent; fill out work orders; plan and aid in inventory control; maintain a clean, well-organized work vehicle.

Assist the Water Superintendent with establishing, implementing, and managing any construction or preventative maintenance programs needed for the water supply and treatment facilities and components; work with the Water Superintendent to evaluate and prepare projects.

Test, troubleshoot and repair any aspect of the water pipelines and minimal capabilities at the Water Treatment Plant.

Work the overtime necessary to assure the daily operations of the water department are satisfied; cover weekly call on a rotation basis.

Conform with and abide by all written and non-written regulations, policies, work procedures and instructions; ensures conformance and conforms to all safety rules and use all appropriate safety equipment.

Demonstrate regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned (i.e., assist other utility departments as needed; participate in required training as applicable; etc.).

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (104) budgeting; (108) inventory control; (217) engineering principles required in the installation, operation and maintenance of a municipal water system and related components and facilities as well as modern water treatment practices; (251) Bryan Municipal Utilities policies and procedures*; (257) regulations governing the operation of a municipal water system in the state of Ohio; (261) employee handbook and union contract*; (263) department policies and procedures*; (301) electrical principles; (302) installation, operation and/or maintenance of water department, including treatment and supply, equipment and processes; (319) water treatment and distribution system principles and practices; (341) BMU water system*; (381) public relations; (472) employee training and development; (477) proper safety practices; (490) supervisory principles and practices.

Skill in: (905) computer operation; (958) motor vehicle operation; (960) use, operation, and maintenance of light and heavy-duty electric construction equipment.

Ability to: (602) issue and follow detailed oral and written instructions; (608) troubleshoot; (609) recognize unusual and threatening conditions and take corrective action; (612) deal with nonverbal symbols in formulas, equations, or graphs; (617) determine material and equipment needs; (621) efficiently and



effectively supervise, coach, evaluate and discipline a number of employees in a manner conducive to high performance and morale; (630) read, copy, and record figures accurately; (633) calculate fractions, decimals, and percentages; (652) complete routine forms; (654) prepare accurate documentation; (656) prepare maps, charts, graphs, or plans; (680) respond to routine inquiries from public and/or officials; (684) communicate effectively; (700) recognize safety warnings; (703) comprehend simple sentences with common vocabulary; (708) read engineering drawings; (709) read meters and charts accurately; (744) handle sensitive inquiries from and contacts with officials and general public; (745) establish and maintain effective working relationships with associates, supervisors, officials, private contractors, city departments, engineers, businesses and general public; (756) be consistently at work and on time, follow instructions, respond to management direction, and solicit feedback to improve performance; (767) perform physically demanding work for long periods of time under varying weather conditions and on energized equipment and around noxious odors, fumes, noises, in confined spaces and from heights; (779) safeguard information of a sensitive or confidential nature; (781) work evenings, nights, holidays, and weekends.

QUALIFICATIONS: An example of acceptable qualifications:

Position requires a minimum two-year associate degree in chemistry or biology, three to five years' experience operating a municipal water treatment plant or working on a water distribution system, supplemented by necessary education in water treatment, chemistry, laboratory procedures, or engineering or an equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

A valid driver's license; valid Ohio EPA II Water Supply License; OEPA microbiological laboratory certification as well as appropriate OEPA water supply certification based on BMU's OEPA classification.

WORKING CONDITIONS:

Facility and Work Area:

The work is performed in an office, lab and field setting with good working conditions, however, is occasionally exposed to noise, dust, heat and other elements when job duties require incumbent to go to visit department projects or field work.

Physical and Environmental Characteristics:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is primarily an office position with employee working in a controlled office environment and occasionally performing his/her duties in the field at work projects.

The employee:

- Is required to see color and distinguish letters, numbers and symbols. Frequently required to sit, stand, walk, talk, hear, bend and reach. Ability to reach with hands and arms.
- Answers telephone calls and frequently bends, reaches, and pushes and pulls.
- Moves within and outside of the building to collect, deliver, and copy data and documents.
- Uses a computer terminal to access, input, and retrieve data.



- Moderate amount of physical demand; frequent lifting or moving of lightweight materials, or periodic lifting of or moving of average weight materials, or occasional lifting or moving of heavy weight material.
- Works in inclement weather, around energized electrical equipment, high voltages, precarious places, extreme cold, extreme heat, noxious odors and fumes, and noise
- Is required to work hours other than the regular schedule including evening, weekends and holidays.
- Sustained periods of close, fixed mental and visual attention for at least fifty percent of the time.
- Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.
- In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

The position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The duties listed in this document are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This document does not create an employment contract, implied or otherwise, and may be amended at any time.

My signature below signifies that I have reviewed my position description and that I understand the contents of my position description.

Supervisor Signature

Date

Employee Signature

Date