



## **WATER TREATMENT SUPERVISOR**

### **NATURE OF WORK**

Serves the public with responsible technical and supervisory work in the operation and maintenance of water treatment equipment in conjunction with other supervisors to provide safe, reliable, and affordable drinking water.

### **DISTINGUISHING FEATURES**

An employee of this class is responsible for supervising the operation and maintenance of water treatment equipment associated with the City's water supply wells. Duties involve monitoring the performance of water treatment equipment; planning, scheduling, and prioritizing work to maintain the optimal performance of water treatment equipment; assigning, supervising, and assisting subordinate water plant operators, maintenance staff, vendors, and contractors in performing the required activities to properly maintain and operate water treatment equipment. Duties also involve replacing and upgrading water treatment equipment as necessary and providing training related to water treatment equipment operation and maintenance. An employee in this class must have considerable knowledge of the methods, techniques, principles, practices, and equipment used in the operation and maintenance of chemical feed systems, water filtration equipment, and water filter backwash systems; and of applicable state and federal regulations.

### **ESSENTIAL FUNCTIONS** (These essential duties are only illustrative.)

Plans, schedules, prioritizes, assigns, supervises, and assists water plant operators and maintenance staff engaged in the operation and maintenance of water treatment machinery and equipment.

Develops and initiates plans and procedures to ensure efficient operation of water treatment facilities and equipment; confers with engineers, vendors, and contractors regarding current and future modifications and expansion of chemical feed and water treatment systems.

Plans and oversees system upgrades and construction projects; reviews engineering designs, estimates costs, assures funds are available, and procures materials needed for water treatment projects.

Reviews maintenance and operational reports to ensure proper operation of the City's water treatment equipment; ensures that preventive maintenance, construction project specifications, and standard operating procedures are being followed; and that maintenance and operational functions and activities are in compliance with state and federal laws, rules and regulations and with City policies and procedures.

Plans, schedules, assigns, and supervises regular operational inspections, water treatment performance data gathering, and water treatment chemical handling.

Assures compliance with sound, safety practices.

Meets and confers with the Water Operations Manager, and other supervisors, consulting engineers, and contractors regarding the operation and maintenance of water treatment equipment in order to meet water quality objectives.

Instructs, trains, and evaluates subordinate personnel; establishes job performance objectives; recommends disciplinary action as necessary; implements training and safety programs; ensures compliance with union agreements.

Maintains files and records and prepares reports as requested by Managers.

Uses computers, computer databases, and related software to track water treatment system performance.

Maintains reasonable and predictable attendance.

### **SUPERVISION RECEIVED**

Work is performed under general supervision of the Water Operations Manager who allows necessary latitude and independence in carrying out essential tasks and assignments to completion. Work is reviewed periodically for adherence to policies and procedures, for timely accomplishments of tasks, and for overall results achieved, and the degree to which work meets established work standards.

### **SUPERVISION EXERCISED**

Employee exercises supervision over subordinate plant operators and maintenance staff engaged in carrying out the various functions and requirements of their respective positions. Supervisory responsibilities include scheduling, assigning and evaluating work, establishing work priorities, resolving personnel and work related problems and issues, recommending disciplinary actions, and performing other supervisory duties.

### **WORKING CONDITIONS & PHYSICAL DEMANDS**

Work is performed in both an indoor and outdoor environment, and frequently exposes employee to potential hazards such as chlorine gas, fluoride fumes, hydrofluosilicic acid, chemicals, high voltage, and loud noise. Work activities regularly require sitting, standing, walking, and using hand and fingers to operate equipment, a computer and a vehicle. Work activities occasionally require bending, squatting, lifting and carrying heavy objects weighing over 50 pounds, reaching in front of body and stretching overhead, operating tools, pulling and rolling heavy drums and cylinders, climbing ladders to elevated tanks, climbing in and out of reservoirs, and working in confined spaces and uncomfortable positions. Employee is subject to call-out during emergencies.

### **SUCCESS FACTORS (KSAs)**

Considerable knowledge of the methods, principles, practices, techniques, equipment and materials used in the operation and maintenance of a water treatment plant and associated facilities and equipment.

Considerable knowledge of the potential hazards and safety precautions involved in the operation and maintenance of water plant equipment and machinery, and in the handling and use of chemicals.

Considerable knowledge of state and federal laws, regulations and guidelines governing the operation and maintenance of potable water systems and treatment plants.

Knowledge of the principles and practices of supervision.

Skill in the operation and maintenance of a municipal water plant and related facilities, and in leading and supervising subordinate operators and maintenance staff.

Skill in the operation, evaluation, calibration, and maintenance of electronic, computer, and radio controlled equipment utilized in monitoring, processing and treating potable water, and in taking action to correct conditions and problems.

Ability to plan, schedule, assign, supervise and evaluate the work of subordinate water plant operators and maintenance staff, and to provide training and guidance.

Ability to maintain a variety of water pumping, treatment and control equipment, to detect problems in operation, and to take corrective action.

Ability to use a computer, computer databases, and related software.

Ability to maintain operating files and maintenance records, and to prepare clear and concise reports.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with superiors, subordinates, other employees, regulatory agencies, and the general public.

### **EDUCATION, TRAINING & EXPERIENCE**

Graduation from an accredited two-year college or two years formal vocational training in industrial or mechanical engineering technology, electronics or related discipline. Five years experience in water or waste water plant operation and maintenance or industrial maintenance, three years of which must have been as a supervisor or lead worker, or related experience which provide the knowledge, abilities and skills required by the position, or any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be submitted for requirement experience.

### **NECESSARY SPECIAL REQUIREMENTS**

Illinois Public Water Supply Operator Certification, Class B

Possession of a valid Illinois Driver's License.

Reports to: Water Operations  
Manager



Class Code: 3740

Pay Grade: 108

FLSA: Exempt

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Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.