

CITY OF HELENA



Position Title: Water Treatment Superintendent

Department: Public Works

Division: Water Treatment

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to lead, supervise, plan, implement, direct and coordinate a wide variety of complex skilled management activities and technical operations of the Water Treatment Division of the Public Works Department. The incumbent assigns, inspects and reviews the work of staff responsible for water treatment plant operations and maintenance. Must be able to explain all processes to elected officials, engineers, members of the public, and to school age children. Work with City of Helena engineers and outside engineering firms with the ability to collect pertinent data needed to support projects. The position manages and coordinates assigned activities with other divisions, outside agencies and the general public and provides highly responsible and complex administrative support and professional management to the Public Works Director. Stay abreast of regulations that will impact the facilities such as sampling changes as well as additional sampling such as Crypt/Giardia and UCMR sampling events. Incumbent is also heavily involved with project management and strategic planning.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Leadership and Program Management:

The position develops and implements goals and objectives; establishes schedules and methods for providing water production, storage, and treatment services and activities; identifies maintenance problems and areas; and implements policies and procedures.

The incumbent plans and lays out water production, storage, and treatment maintenance, operation, and repair projects; prepares time, material, and equipment estimates for assigned jobs; requisitions materials as required; orders parts as necessary and ensures parts ordered are received in a timely fashion; selects appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures; and adapts equipment and materials to meet specific requirements of the work to be accomplished.

The position develops and implements watershed management programs, dam safety inspections and guidelines, and downstream warning plans. They administer water quality programs; ensure water purity tests are conducted and meet required standards. The incumbent reviews water expansion and improvement plans and specifications; and identifies process changes in design review.

The position prepares various reports on operations and activities including status reports; maintains records of projects, activities, and materials used; and supervises the maintenance of time, material, and equipment use records.

The incumbent provides superior customer service by responding to and resolving inquiries and complaints; and responding to citizen complaints regarding water quality and quantity. They also conduct plant tours or ensure plant tours are being conducted for interested stakeholders.

The position supervises the use, operation and repair of tools, equipment, facilities and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; and schedules the service, repair, and replacement of tools, equipment and vehicles. The incumbent also supervises the maintenance, operation, and repair of dams, wells, pumping stations, treatment stations, and related water production facilities.

Supervision and Staff Management:

The position oversees selection of assigned staff; provides or coordinate staff training including in the areas of work methods, techniques, and the use and operation of equipment; works with employees to correct deficiencies; creates

timely performance evaluations for employees within the division; implements discipline procedures; and processes formal and informal grievances. The incumbent inspects and verifies work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.

The position plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for water production, storage, and treatment.

Financial Management and Budgeting:

The position prepares and administers the assigned budget; submits budget recommendations; prepares and submits requisitions for supplies, materials, and parts; monitors expenditures; and prepares specifications, bids, and contracts. The incumbent writes requests for purchase for plant equipment, long-range improvements, telemetry systems, plant chemicals, and computerized SCADA systems for operations.

Safety Management:

The position performs all functions in the safest possible manner and according to policies and procedures. The incumbent participates fully with safety trainings. They rectify unsafe working conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible. The incumbent oversees preventive maintenance, in-service training, and safety programs; develops safety programs that meet Federal and State standards; and ensures compliance with safety procedures.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Operational characteristics, services, and activities of water treatment programs.
- Organizational and management practices as applied to the analysis and evaluation of water utility programs, policies, and operational needs.
- Modern and complex principles and practices of program development and administration and project scheduling and management.
- Methods, materials, techniques, equipment, and tools used in water treatment.
- Principles and practices of budget preparation and control.
- Practices and procedures used in water treatment.

Skill or ability to:

- Operate a variety of vehicles, equipment, and tools used in the operation, construction, and maintenance of water treatment systems.
- Operate modern office equipment including computer equipment.
- Operate a motor vehicle safely.
- Manage and coordinate the work of supervisory, 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.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Prepare and administer budgets.
- 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:

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 and wear protective apparel to protect against elements. Exposure includes cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards and confined spaces.

Minimum Qualifications (Education, Experience and Training):

This position requires a Bachelor's degree (advanced degree recommended) from an accredited college or university with major course work in chemistry, water treatment, public administration, business administration or a related field. The position also requires a minimum of five years of responsible work experience in the operation and maintenance of water treatment systems including three years of supervisory and management experience. Other relevant combinations of education and work experience may be evaluated on an individual basis. **Years of directly related work experience may be evaluated and substituted for educational requirements.**

License or Certificate:

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

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

Supervision Received:

Supervised by the Public Works Director

Supervision Exercised:

Supervises Water Treatment Supervisor and exercises direct and indirect supervision over administrative, technical and maintenance staff of the Water Treatment Division.

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