

# CITY OF HELENA



**Position Title:** Water Treatment Supervisor

**Department:** Public Works

**Division:** Water Treatment Plant

**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 position under direction of the division superintendent, supervises, assigns, inspects, reviews, and participates in the work of staff responsible for providing water production and treatment services and activities; and performs a variety of technical tasks relative to the city's water treatment program.

**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.*

## **Operational Management**

The incumbent recommends and assists the division superintendent in the implementation of 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 position 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 writes requests for purchase of plant equipment, long-range improvements, telemetry systems, plant chemicals, and computerized SCADA systems for operations. The incumbent prepares or assists in preparing various reports on operations and activities including status reports; maintains records of projects, activities, and materials used; supervises the maintenance of time, material, and equipment use records.

The incumbent supervises the use and operation of tools, equipment, 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 position also supervises the maintenance, operation, and repair of all equipment and facilities including reservoirs, dams, wells, pumping stations, treatment stations, and related water production facilities. The incumbent performs the most difficult water production duties in the area of work assigned.

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

### **Personnel Management**

The incumbent is responsible to coach and develop subordinates through praising, counseling, coaching, conducting performance evaluations and where necessary administering progressive discipline. The position is responsible to create a culture of performance and accountability. The position will plan, prioritize, assign, supervise, and review the work of staff responsible for water production, storage, and treatment.

The incumbent participates in the selection of assigned staff; provides or coordinates staff training including in the areas of work methods, techniques, and the use and operation of equipment; and works with employees to correct deficiencies. The position is required to inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.

### **Public Relations**

This position responds to and resolve inquiries and complaints including those regarding water quality and quantity. The incumbent proactively resolves issues with goal toward maintaining positive relationships with various stakeholders. The position will be responsible for personally conducting and assigning staff to conduct plant tours.

### **Fiscal Management**

The position will assist the division superintendent in the preparation and administration of the assigned budget. The incumbent will submit budget recommendations; prepare and submit requisitions for supplies, materials, and parts; monitor expenditures; and prepare specifications, bids, and contracts.

### **Safety Administration**

The position will be responsible to participate in the administration of preventive maintenance, in-service training, and safety programs; develop safety programs that meet Federal and State standards; and ensure compliance with safety procedures.

### **Essential Knowledge, Skills and Abilities Related to this Position:**

#### **Knowledge of:**

- Operational characteristics, services, and activities of water treatment programs.
- Uses, purposes, and operating characteristics of specialized equipment used in water production, storage, and treatment.
- Water purification and testing procedures.
- Methods, materials, techniques, equipment, and tools used in water treatment.
- Principles and practices of budget preparation and control.
- Occupational hazards and standard safety precautions necessary in construction, maintenance and repair work.
- Principles of supervision, training, and performance evaluation.
- 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 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.
- 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:**

The position requires the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift up to 50 pounds. The position requires the ability to travel to different locations and worksites. The position also requires the ability to distinguish color; wear protective apparel to protect against elements. The position will have exposure to cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards and confined spaces.

**Safety**

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

**Minimum Qualifications (Education, Experience and Training):**

This position requires education and training equivalent to a Bachelor’s degree from an accredited college or university with major course work in chemistry, water treatment or a related field. The position also requires four years of responsible water treatment plant and watershed operations experience including two years of supervisory and/or lead operations experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**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:**

This position is supervised by the Water Treatment Superintendent.

**Supervision Exercised:**

The position exercises direct supervision over technical and maintenance staff.

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.