



Department: Water Treatment
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FLSA Status: Exempt
Prepared Date: Dec 27, 2016

JOB TITLE: Water Treatment Superintendent

SUMMARY:

Supervises and performs in the installation, construction, repair, operation and maintenance of water filtration and treatment facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Supervises and performs skilled work in all operations of the water treatment plant.
- Determines system changes to maintain quality control standards.
- Communicates with Governmental / Regulatory agencies.
- Enters plant operation data in a computer database.
- Maintains records and files on plant operation and equipment maintenance.
- Trains, assigns work and evaluates staff performance.
- Oversees and participates in the following:
 - Maintenance and repairs of pumps, valves, tanks, appurtenances.
 - Test backflow devices throughout the City as needed.
 - Connection and disconnections of chlorine cylinders.
 - Removal of sludge from sludge ponds.
 - Performance of maintenance of outside grounds areas around the Plant, City Interties, and Storage Tank locations.
 - Collection of samples and laboratory testing.
 - Perform building custodial care in the plant.
 - Attend meetings significant to the water industry.
 - Promote water conservation through newsletters, school visits.
 - Perform landscape surveys and water audits.
 - Respond to water complaints including water waste complaints.
 - Implement principles and practices necessary in water treatment plant operations. Perform repairs and adjustments to motors, pumps, and other equipment. Read meters and gauges correctly and be able to respond to unusual situations quickly and competently.
 - Functions and purposes of water treatment systems.
 - Basic mechanical and electrical systems.
 - Safe work practices around gases, electricity and chemicals.
 - Goals, policies and objectives of water treatment plant operations.
 - Operation of computers and related software.
 - Policies and objectives of assigned programs.



- Operation of heavy equipment around the plant grounds.
- Chemical applications for water treatment.
- Principles of supervision.
- Perform other duties as assigned.

OTHER JOB EXPECTATIONS:

- Consistently meets agreed upon or assigned tasks and/or project deadlines.
- Demonstrate accuracy, attention to detail, and effectiveness in completion of work.
- Maintains appropriate level of written and verbal communication skills necessary to perform the job and to be effective and productive with employees, supervisors, and the public.
- Adheres to the rules and regulations to ensure safety standards are met.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent. AA preferred.
- A minimum of five (5) years' experience, including two years as Senior Water Treatment Plant Operator, or equivalent combination of education and experience as a certified operator at a water treatment facility is required.
- Train, supervise and evaluate staff performance.
- Meet schedules and time lines.
- Maintain up-to-date knowledge of applicable regulations.
- Maintain effective working relationships with a diversified group of people under trying and stressful conditions.
- Communicate courteously and professionally to reflect a positive image of the City to its customers and the public.
- Express self logically and concisely in both oral and written form.
- Access and interact with computer control systems.
- Analyze, evaluate, and recommend sound solutions to problems of routine nature.
- Research, interpret, explain, and correctly apply policies, rules, regulations, and procedures.
- Work independently and efficiently.
- Adjust work schedule to perform necessary duties.
- Handle confidential matters.
- Understand basic math and chemistry and being able to apply the knowledge to the water treatment process.



- Understand mechanical problems and equipment.
- Use common hand tools and other related equipment.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

Knowledge of:

- City, state, and federal codes, laws and regulations concerning water operations.
- Principles, standards, and practices of water utility operations.
- Principles and practices of safety management.
- Long range planning for the Water Department.
- Preparing and controlling budgets.
- Principles of supervision and training.
- City policies, goals and objectives with respect to water projects.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California Class C driver's license.
- Must possess and maintain a Grade II Water Distribution certificate issued by the State of California Water Resources Control Board.
- Must possess and maintain a Grade IV Water Treatment certificate issued by the State of California Water Resources Control Board.
- Backflow Prevention certificate

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- Sitting, standing, stooping, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving.
- Required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which approximate 75 pounds.
- 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.
- Required to work as a team player, courteously and respectably with co-workers in a close working environment.

WORK ENVIRONMENT:

- Works in both inside and outside environmental conditions.
- Verbal, face-to-face contact, email, and telephone.



- Occasionally exposed to inclement weather conditions.
- Risk of electrical shock.
- Regularly exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals.
- Noise level in the work environment is usually moderate.
- Must enter confined space areas such as vaults, and reservoirs.
- May be required to attend evening meetings.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.