

WATER TREATMENT PLANT SUPERINTENDENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Water Treatment Plant Division within the Public Works Department including the operation and maintenance of the water treatment plants, sludge handling facility, pump stations, reservoirs, and laboratory; ensures current and future City compliance with all local, state, and federal regulations; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for assigned services and activities of the Water Treatment Plant Division including the operation and maintenance of the water treatment plants, sludge handling facility, pump stations, reservoirs, and laboratory; ensure systems are maintained and operated in accordance with applicable water quality practices; ensure current and future City compliance with all local, state, and federal regulations.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for water treatment staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate water treatment personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Review plans and specifications of work to be done by city personnel and outside contractors; estimate time, material, and labor required for projects, as necessary.
8. Meet with engineers and other City personnel to coordinate activities or exchange information.

CITY OF ANTIOCH
WATER TREATMENT PLANT SUPERINTENDENT (CONTINUED)

9. Inspect facilities and infrastructures; visit work sites to monitor progress and quality of work performed, provide direction, and assist in resolving problems encountered in the treatment plant; inspect tools and equipment for proper use and care.
10. Direct and coordinate laboratory sampling and analysis of City water supply; review analysis results and implement follow-up action to correct any water quality deficiencies, as necessary.
11. Prepare and submit reports to state and federal agencies related to water production and testing; maintain and prepare records of work activities.
12. Instruct subordinates in standard safety measures in the proper and safe use of machinery, equipment and tools.
13. Serve as the liaison for the Water Treatment Plant Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
14. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
15. Provide responsible staff assistance to the Public Works Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to water treatment plant programs, policies, and procedures as appropriate.
16. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of water treatment; incorporate new developments as appropriate.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a water treatment plant and laboratory.
- Advanced principles, practices, and procedures used in the operation and maintenance of a water treatment facility and system including laboratory testing requirements and hydraulics.
- Methods and techniques used in water treatment and water system maintenance, construction, and repair work.
- Principles and practices of program development and administration.
- Advanced methods, equipment, chemicals and materials used in the treatment, storage, and distribution of water.
- Advanced methods and techniques of water sampling and routine testing.
- Safe handling procedures for water treatment chemicals.
- Operational characteristics of water treatment plant and laboratory tools and equipment.

**CITY OF ANTIOCH
WATER TREATMENT PLANT SUPERINTENDENT (CONTINUED)**

- State health standard requirements; chemical analysis.
- City piping and water distribution grid system.
- Pumps and motors and general understanding of electronic telemetering devices.
- Occupational hazards and standard safety practices.
- Methods and techniques for detailed report preparation and writing.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of supervision, training and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Oversee and participate in the management of water treatment plant and laboratory activities and operations.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Manage multiple tasks and projects.
- Prioritize work loads and goals.
- Operate a variety of equipment and tools necessary to maintain the water treatment plant and laboratory.
- Ensure compliance with regulatory agency testing and reporting.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Ensure adherence to established safety rules, regulations and guidelines.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in water treatment, chemistry, microbiology, physical science, or a related field.

Experience:

Five years of increasingly responsible experience in work involving water system operations and/or maintenance including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

CITY OF ANTIOCH
WATER TREATMENT PLANT SUPERINTENDENT (CONTINUED)

Possession of a valid Grade T5 Water Treatment Operator Certificate issued by the State of California, Department of Health Services.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be exposed to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

FLSA: Exempt

February 1990
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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.