

WATER PLANT SUPERINTENDENT

GENERAL STATEMENT OF DUTIES

Directs all operations and maintenance of the water supply and treatment plant and all related personnel.

SUPERVISION RECEIVED

Works under the supervision of the Public Works Director.

SUPERVISION EXERCISED

Supervises all personnel in the department.

JOB DUTIES

- Interview, hire, evaluate and make recommendations regarding all department personnel; prepare work schedules and assignments, and time sheets of all department personnel.
- Plan, organize, direct and control all activities related to raw water supply, water treatment, distribution metering and backflow prevention.
- Conduct training and implement new programs for department personnel.
- Keep department records and make reports to local, state, and federal authorities.
- Review engineering plans, contractor requests and customer inquiries related to the water supply system, metering and backflow prevention.
- Purchase and keep inventory of all department chemicals and other supplies.
- Prepare department budget for approval of the Public Works Director.
- Prepare purchase order requests and solicitation reports.
- Acquire and disseminate all pertinent information from the Ohio EPA regarding test procedures.
- Responsible for remote transmit of water tank signals and responding to emergency calls.
- Supervise maintenance of all department machinery and equipment, reservoirs and adjacent areas.

- Provide customer service relations regarding complaints, new services, high bills, etc.
- Help prepare and deliver presentations to City Council, the Public Utilities Commission, press releases, etc.
- Provide inspection services on construction projects, elevated storage tanks, the City's reservoirs and the lime waste lagoon.
- Attend seminars and workshops related to field to obtain information on new laws and current trends in public water supply.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent. Course work related to laboratory testing as required by regulatory agencies. Five (5) years related experience, at least two (2) of which have been in a supervisory position within a water system. Class III Water Operators Certification required by the Ohio EPA.

LICENSES AND CERTIFICATES REQUIRED

- Valid Ohio Class B Commercial Driver's License including air brakes.
- Class III Water Operator's Certification.

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Paygrade: 12
 F.L.S.A. Rating:

Classification: Provisional
 Civil Service Rating: Classified -
 Noncompetitive