

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
WATER TREATMENT PLANT SUPERVISOR**

DEFINITION:

Under direction of the Superintendent of Operations, the Water Treatment Plant Supervisor supervises and participates in the operation, direction, adjustment, repair and maintenance of the water treatment plants and related equipment; plans, organizes, schedules and assigns work at the plants and performs related work as required.

CLASS CHARACTERISTICS:

The class of Water Treatment Plant Supervisor is a first level supervisory class responsible for the supervision of staff involved in the operation and maintenance of two water treatment plants.

LICENSE REQUIRED:

Possession of a valid class C California Driver's License. Possession of a valid State of California Department of Public Health Water Treatment Plant Operator Grade III certification.

EXAMPLES OF DUTIES:

Supervises and participates in the operation and maintenance of two municipal water purification plants involving complete treatment processes to insure compliance with all federal, state and local health codes; prepares operation and maintenance work schedules and assigns personnel; reviews work of subordinates during projects and upon completion; instructs, trains and evaluates subordinates; determines daily water requirements of distribution system and amounts required for treatment to meet needs of consumers and reservoirs; interprets meter and gauge data and regulates treatment processes; plans, supervises and assists in the repair and replacement of plant equipment; performs emergency troubleshooting work; maintains time records; determines quantity and type of supplies and equipment required in maintenance work; coordinates safety in-service training of subordinates and ensures compliance with safety procedures in the plant; sits on the safety committee; tracks, orders and maintains records of water treatment operations and maintenance; and requisitions plant materials and supplies; makes regular and special written and verbal reports; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; assists in the preparation of the annual budget and supervises expenditures from approved budget; assists in the preparation of specifications for construction and other plant improvements; submits justifications for staff, equipment, supplies and materials; modifications and repairs of water well, treatment facility and related equipment; establishes

regular servicing and preventative maintenance schedules; assists in the supervision and operation and maintenance of water wells, reservoirs and related equipment; revises and updates Operations/Maintenance Manual and Operations Plan for both water treatment plants; operates District vehicles and performs related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of water treatment and water quality analysis;
- Chemical tests and jar testing applicable to water treatment;
- Water treatment plant equipment;
- Filter profile analysis, sedimentation basin loading, chemical feed equipment;
- Control systems for plant processes;
- Knowledge of fundamental principles of instrumentation; and computer monitoring and data acquisition;
- Record keeping using Excel and Word;
- General principles of supervision and training;
- Appropriate safety precautions and procedures;
- Proper methods, materials, tools and equipment used in water plant repair, maintenance and operation;
- Math applicable to plant maintenance and operations.

Ability to:

- Use the plant Operations and Maintenance Manual for instruction and training of operation and maintenance personnel;
- Use a personal computer;
- Create and edit documents in Microsoft Word and Excel;
- Maintain water plant equipment;
- Schedule and supervise the work of others;
- Keep records and make reports;
- Skillfully use and care for tools used in the trade and demonstrate and direct their use by employees;
- Monitor and control plant processes;
- Understand and apply Systems Control and Data Acquisition (SCADA) system principles;
- Repair pumps and motors;
- Apply general principles of water hydraulics;
- Read and interpret blueprints, electrical and electronic circuit diagrams and instruct employees in their interpretation;
- Establish and maintain safe working practices and habits;
- Read, write and perform mathematical calculations at the level required for successful job performance;

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- Evaluate, diagnose, and direct plant maintenance, repairs, overhauls and modifications;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- On a continuous basis, sit at desk for long periods of time; bend, squat, climb, kneel and twist while checking equipment or performing field work; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation;
- Write comprehensive reports on weekly and monthly activities as well as event summaries.
- Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background are courses in water treatment and water works practice and four years of increasingly responsible experience in water treatment plant operation, including three years of supervisory experience.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Strength: Medium Work - Lifting, carrying and /or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.