

WATER PLANT SUPERVISOR

PURPOSE: Coordinate the flow of potable water throughout the City's distribution system in a safe efficient manner and direct assigned employees in the completion of their responsibilities.

FUNCTIONAL AREAS:

1. Coordinate the flow of potable water throughout the City's distribution system in a safe, efficient manner.
 - * A. Ensure all Gas & Water Supply Division water facilities are visited weekly to ensure proper working conditions.
 - * B. Ensure there is a sufficient inventory of chemicals to provide an adequate supply of potable water to the water systems served by the City of Duluth.
 - * C. Ensure all phases of the water treatment process are in accordance with applicable standards.
 - * D. Maintain equipment and processes used in treating and delivering water to produce potable water in accordance with all applicable standards.
 - * E. Maintain sufficient volume and pressure of finished, potable water delivered to the water systems served by the City of Duluth.
 - * F. Analyze and evaluate water supply system operation, water usage and system vulnerability, and recommend plant improvements and additions.
 - * G. Coordinate the operation and maintenance of the HVAC systems at the water treatment plant, pumping stations, and water storage facilities.
 - * H. Coordinate maintenance, troubleshooting, and repair of Supervisory Control & Data Acquisition (SCADA) system.
 - * I. Develop and maintain an O&M Program for the Gas & Water Supply water facilities.
 - * J. Troubleshoot and correct abnormal operating conditions.
 - * K. Assist in the development of the Gas & Water Supply Division annual work plan, annual budget, and long-range strategic plan.
 - * L. Formulate, initiate or recommend new or improved practices and policies; develop plans and procedures to ensure efficient plant operation, including SCADA parameters and set points.
 - * M. Collaborate with other individuals, within and outside the City, in order to conduct regular and emergency operations efficiently.
 - * N. Coordinate emergency operations and communications for Public Works & Utilities as assigned.
 - * O. Create and submit plant production reports to meet internal and external reporting requirements, including reports to regulatory agencies as required.

2. Supervise assigned staff.
 - * A. Prioritize, assign and direct work and projects.
 - * B. Coordinate work schedules and approve or reject leave requests.
 - * C. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.
 - * D. Establish work standards, provide coaching and feedback, and conduct employee performance evaluations.
 - * E. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
 - * F. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.

- * G. Effectively recommend adjustments or other actions in employee grievances.
- * H. Delegate authority and responsibilities to others as needed.
- * I. Disseminate instructions and information to employees through oral and written communications.

JOB REQUIREMENTS

Education & Experience Requirements

- + A. Five (5) years' experience operating a Minnesota Class "A", or equivalent, water treatment plant.

License Requirements

- + A. Possess and maintain a Minnesota Class "A" Water Operator's License.
- + B. Possess and maintain a Minnesota 2nd Class "C" Boiler Engineer License.
- + C. Possess and maintain a Minnesota Driver's license or equivalent.

Knowledge Requirements

- + A. Extensive knowledge of the methods, tools, equipment, chemicals, and materials used in the potable water treatment industry.
- + B. Knowledge of high voltage (2400 V) electricity.
- + C. Knowledge of mechanical systems and plumbing.
- + D. Knowledge of chemistry.
- + E. Basic knowledge of mathematics and electronics.
- + F. Knowledge of safe work practices associated with chemicals, high voltage electricity, large, moving equipment, gasses and liquids under pressure, and other occupational hazards.
- + G. Basic knowledge of low pressure boiler operation, and building HVAC equipment operation, maintenance, and repair.
- + H. Knowledge of accepted supervisory practices.
- + I. Knowledge of SCADA systems.
- + J. Knowledge of local, state and federal regulations relating to water production.

Skill Requirements

- + A. Extensive skill in troubleshooting, maintaining, and repairing mechanical, plumbing, electrical, and electronic systems.
- + B. Skill in accurately measuring and recording data using various means, including electronic devices and computers.
- + C. Skill in evaluating and analyzing operations and procedures related to divisional activities.
- + D. Skill in effectively communicating and preparing concise written and oral reports.
- + E. Skill in interpersonal relations.
- + F. Computer skills, specifically spreadsheet and word processing applications.

Ability Requirements

- + A. Ability to read and interpret plans, specifications, and other technical literature.
- + B. Ability to operate an overhead crane.
- + C. Ability to read and interpret information from charts, maps, diagrams, gauges, meters, and computers.

- + D. Ability to research new products and contract services, collect bids, and make price comparisons.
- + E. Ability to establish and maintain effective working relationships with coworkers, customers, and the general public.
- + F. Ability to supervise and direct work of others in an open and participative work environment.
- + G. Ability to attend work on a regular basis.
- + H. Ability to use good judgment during emergency situations, such as unplanned events, power outages, and sudden mechanical failures.

Physical Requirements

- + A. Ability to transport oneself to, from, and around various locations within and outside the City.
 - + B. Ability to lift and carry up to 50 pounds occasionally and frequently lift and carry up to 25 pounds.
 - + C. Ability to stoop, bend, reach, handle, finger, and feel while maintaining equipment.
 - + D. Ability to talk, hear, taste, and feel while communicating and diagnosing equipment malfunction.
 - + E. Ability to see at near, mid and far ranges and to perceive depth and distinguish colors.
- * Essential functions of the position
+ Job requirements necessary the first day of employment

HR: TS	Union: Supervisory	EEOC: Technicians	CSB: 11/03/2010	Class No: 1366
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