

WATER SYSTEM SUPERVISOR

General Statement of Duties

Performs difficult professional and supervisory work planning, organizing and supervising the operations, maintenance, and analysis of a well system and water treatment plant and distribution system operations, maintenance and repair.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs the operations and maintenance of the water treatment plant, distribution systems, and related facilities and equipment. Work is performed in accordance with state and federal laws and regulations. The employee serves as Operator in Responsible Charge of the well system and the distribution system. Work involves responsibility for division staffing, budget development and administration, assistance with and advising the Public Services Director on long range planning for facilities and system capacity and technical compliance needs, establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision-making, and insuring effective productivity of assigned personnel. Work involves considerable public contact, initiative and judgement. The employee may occasionally enter confined spaces and come in contact with other hazards. The employee works under general supervision and is evaluated through conferences and reports for productivity, and compliance with required laws and regulations.

Duties and Responsibilities

Essential Job Tasks

Serves as ORC of the well system and the distribution system; insures compliance with water quality and state and federal regulations; provides necessary reports and laboratory analyses to regulating authorities.

Plans, organizes and supervises the work of employees engaged in plant operations, process control, distribution system operations and maintenance, and preventive maintenance and repair.

Advises management and participates in planning for current and future capacity needs and plant and systems modifications for increased efficiency or regulatory compliance.

Supervises the hiring, promotion, training, discipline, evaluation, and other personnel actions and decisions for the division; plans and implements safety programs including training, procedures, and equipment as necessary.

Researches and recommends strategies for meeting new regulatory requirements; supervises and participates in the investigation, implementation, and administration of sludge disposal programs.

Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management decision-making.

Plans, organizes, directs, and participates in the maintenance and repair of water pumping stations, elevated storage tanks, and related facilities; supervises the installation of water taps and meters; supervises the meter reading program, water service connections and disconnections, and related utility customer response.

Requests division resources as part of annual budget process; controls allocated resources once approved.

Inspects new water system construction for adherence to proper engineering specifications and construction practices.

Additional Job Duties

Performs related work as required.

Recruitment and Selection Guidelines

Knowledges, Skill, and Abilities

Thorough knowledge of the principles and practices of water treatment, distribution lines, pumping stations, metering, and other utility systems appurtenances.

Thorough knowledge of the local, state, and federal laws and regulations relating to water treatment and distribution.

Considerable knowledge of the town budget, purchasing, and personnel policies and practices.

Considerable knowledge of effective management practices including staffing, motivation, communications, delegation, discipline, performance review, and other practices.

Working knowledge of mechanical, electrical, and electronic trades as applied to water treatment facilities and equipment maintenance and repair and of the application of information technology to the work of the division.

Skill in effective customer service and conflict resolution.

Ability to analyze information and make effective decisions.

Ability to establish and maintain effective working relationships with town officials, regulatory officials, contractors, other employees, and the general public.

Ability to prepare, present and interpret records and reports.

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching standing, walking, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, perform extensive reading, and operate a computer terminal.

Desirable Education and Experience

Graduation from a community college with a degree in environmental sciences, chemistry, or related field and experience supervising well operation, water treatment or water distribution systems; or an equivalent combination of education and experience.

Special Requirement

Certification at Grade B for well water treatment by the State of North Carolina.

Certification at Grade B for distribution system operation by the State of North Carolina.

Possession of a valid North Carolina driver=s license.