

CITY OF ORTING

JOB DESCRIPTION

Job Title: Water Plant Supervisor

Department: Public Works

Reports to: Public Works Supervisor

Revision Date: 11/19/2019

SUMMARY DESCRIPTION

This is a full-time, Fair Labor Standards Act non-exempt, non-Civil Service maintenance position. A typical work week is Monday to Friday, 7:30 a.m. to 4:00 p.m. with periodic callouts on weekends and evenings based on operational needs and emergencies. This position is part of a bargaining unit represented by the American Federation of State County and Municipal Employees (AFSCME) Local 120.

Under the general supervision of the Public Works Supervisor, the Water Plant Supervisor is responsible for efficient and safe operation and maintenance of the City's water treatment facilities and for ensuring that the facilities function properly at all times. The Water Plant Supervisor prepares all reports required by the Department of Health for the City Water Department and/or any other applicable regulatory agency, guides and participates in all maintenance activities to ensure that the City's water treatment facilities and distribution systems are operating properly. Water Plant Supervisor will be required to cross train in all other departments of Public Works for the purpose of "On Call" duties and backup for other departments as needed.

The Water Plant Supervisor will participate and supervise the work of all staff assigned to assist in day-to-day operations and activities as well as the work of Water-Wastewater Operators.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Oversee general operation and safety of the water treatment facilities
2. Schedule maintenance activities for the Water Department, participate in all activities and document time and material for completed activities
3. Schedule, perform and document testing required by the Department of Health
4. Complete and submit required reports and documentation to the Department of Health and other regulators
5. Monitor water distribution system, ensuring safe and proper functioning at all times
6. Maintain all equipment allocated to the department; ensure that equipment is in good working order
7. Resolve citizen complaints, including follow-up investigation and research regarding water, sewer, street, cemetery, and draining related problems
8. Prepare Washington State Department of Health monthly water report
9. Complete reports and inspections for the Cross Connection Control program
10. Monitor and maintain control over inventory of departmental supplies
11. Collection of samples for water testing
12. Monitor plant SCADA system
13. General monitoring, maintenance and documentation of tanks, pumps, motors, generators and lab equipment for water facilities

14. Assign tasks to subordinate employees, participate in all tasks, and monitor progress to completion and document activities.
15. Direct proper disposal of hazardous materials incurred or produced in the course of operations of the facilities
16. Assist in other City Departments as needed including—Wastewater, Stormwater, Streets, Parks and Cemetery
17. Document time, materials and projects completed
18. As assigned, set up work assignments for community service workers.

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:

- Knowledge in the use of heavy commercial vehicles, heavy equipment and in the use of hand tools.
- Knowledge of basic water hydraulics and telemetry
- Knowledge of safety practices with mechanical and electrical devices and of variety of systems, to use a variety of potentially hazardous tools safely and efficiently

Ability to:

- Have mechanical aptitude and inclination
- Perform heavy manual labor.
- Have an ability to work in an efficient manner with minimal supervision.
- Good verbal, computer and written communication skills are necessary for adequate performance of the job.
- Excellent leadership skills, self-motivation, and an ability to communicate professionally and courteously with co-workers and the public are requirements of this position.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training:

- High school diploma or GED

Experience:

Five (5) years performing maintenance work in a water related field

License or Certification:

- Washington State driver's license
- Washington State Department of Health Water Distribution Manager 2 Certification
- Washington State Water Treatment Plant Operator Certification.
- Washington State Department of Health Cross Connection Control Certification
- Washington State Department of Ecology Wastewater Operator I Certification (*preferred*)
- Washington State Asbestos Cement Pipe Work Certification
- Confined Space Certificate

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: Construction site environment; travel from site to site; work with and in water and around heavy construction equipment; work under ground and in confined spaces; work at heights on scaffolding and ladders; work on slippery and uneven surfaces; work around traffic; exposure to noise, dust, heat and inclement weather conditions.

Physical: Sufficient physical ability to lift and carry; thirty (30) pounds often, fifty (50) pounds occasionally and ninety (90) pounds rarely. Bending, stooping, kneeling, and crawling; walking and standing for prolonged periods of time; operating motorized equipment and vehicles. Must have the ability to perform heavy manual labor: shoveling, digging, lifting, pushing, pulling, and dragging. Work in confined spaces.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.