



WESTERN VIRGINIA WATER AUTHORITY: WATER PRODUCTION SUPERINTENDENT

APPLICANTS MUST APPLY THROUGH OUR WEBSITE AT:
www.westernvawater.org/careers

SUMMARY OF JOB

Responsible for administering operation, maintenance and process control of water treatment facilities. Maintain and assist in the preparation of budget/CIP for assigned facilities. Schedule, assign, supervise, and inspect the operation of the raw water pumping stations and water treatment facilities. Inspect and maintain watershed(s) and water source(s). Prepare activity/status reports on operations and maintenance of facilities. Maintain inventory of process chemicals, tools, capital equipment and spare parts. Monitor operation of reservoir(s) in accordance with applicable permits. Prepare and review necessary operation reports for County/City/State. Coordinate public relations for reservoir/treatment facility. Serve as head water treatment plant operator. Five (5) or more years related experience in water treatment plant operations, plus (2) years of supervision experience preferred. **Class I** Waterworks Operator license from Virginia Department of Professional and Occupational Regulation for Water Works and Wastewater Works required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following. Other duties may be assigned or scheduled.

- Plans, directs and coordinates all activities of assigned areas and facilities
- Oversees production of drinking water and process controls
- Serves as head water treatment plant operator and supervises water treatment plant operators
- Assists in preparation of short and long-range plans for assigned area to include financial analysis and project review
- Coordinate operations with active construction to ensure continuous production of drinking water
- Assists in the formulation and administration of departmental policies, plans and programs
- Recommend and/or write Standard Operating Procedures for plant processes
- Interviewing and hiring of employees
- Takes active role in developing employees by establishing individual employee goals and objectives
- Assures that subordinate Supervisors take active role in employee development and training

- Assures appropriate resources are available to obtain established goals and objectives
- Assures department on-boarding and training programs are available to all employees
- Recommends appointments and promotions within assigned areas and facilities
- Works with department manager and/or director in regards to dismissal of employees
- Assures employee evaluations are complete and accurate and meets all requirements
- Assists in preparation of assigned area's budget and CIP and maintains authorized budget
- Confers with department manager and/or director on problems encountered in assigned areas and facilities
- Schedules, assigns, supervises and inspects the operation of the assigned raw water pumping stations and water treatment facilities
- Inspects and maintains assigned watershed(s) and water source(s)
- Prepares periodic activity/status reports
- Oversees the scheduling of employees for assigned water treatment facilities
- Maintains inventory of process chemicals, tools, capital equipment and spare parts
- Monitors operation of reservoir(s) in accordance with applicable permits
- Prepares and maintains necessary operation reports for County, City and State
- Extremely detailed understanding of the operation and maintenance of water treatment facilities and reservoirs
- Coordinates public relations for reservoir and treatment facility
- Subject to twenty-four (24) hour call

SUPERVISORY RESPONSIBILITIES

Manages/supervises assigned employees in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to direct and supervise personnel
- Thorough knowledge of the principles and practices involving the treatment of surface water for a drinking water supply

- Ability to develop, review and recommend processes and procedures for assigned area, identifying and discussing impact on assigned area, the division and the entire organization
- Ability to think logically and analyze data
- Ability to effectively present information to management, public groups, employees and/or board of directors as necessary
- Ability to respond to inquiries or complaints from employees and customers orally or in writing as necessary
- Ability to establish and maintain effective working relationships with co-workers, employees, other Water Authority departments and the general public
- Ability to represent assigned area in meetings attended
- Ability to work with minimal supervision and negotiate and resolve conflict
- Ability to analyze and solve difficult technical and administrative problems
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, maps and procedure manuals
- Ability to develop plans and organize projects
- Ability to apply common sense understanding to carry out instructions furnished in writing, oral or diagram form
- Ability to write reports, correspondences and procedure manuals in a clear concise manner
- Ability to communicate technical concepts to technical and non-technical audiences
- Ability to follow complex oral and written instructions
- Ability to work alone or in a team environment
- Must possess and maintain a good work ethic concerning attendance, punctuality, positive attitude, meeting deadlines, being a team player and encouraging teamwork among employees
- Ability to think strategically

EDUCATION and/or EXPERIENCE

Five (5) or more years related experience in water treatment plant operations. (2) years or more of supervision experience and Bachelor's degree from an accredited college or university in chemistry or related field preferred, or equivalent combination of education and experience.

CERTIFICATE, LICENSE, REGISTRATION REQUIREMENTS

- Must possess a valid Virginia driver's license or have the ability to obtain one within 60 days of employment date. No more than six (6) demerit points on driving record if required to drive Water Authority vehicles.

- Possession of a valid **Class I** Waterworks Operator license from Virginia Department of Professional and Occupational Regulation for Water Works and Wastewater Works.

PHYSICAL DEMANDS OF THE JOB

The physical demands described here 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 functions.

- While performing the duties of this job, the employee is regularly required to walk, stand, and sit; use hands to finger, handle or feel; reach with hands and arms; talk and hear.
- Specific vision abilities required by this job include ability to adjust focus. If corrective lenses are noted on driver's license, the lenses must be worn when operating Authority vehicles.
- Repetitive movement using equipment is involved.
- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, bend, climb, balance or crawl.
- Employee must be able to stand for an extended amount of time at the jobsite.
- Employee must be physically able to walk several miles during the day.
- Employee must be physically able to regularly reach overhead.
- Employee must regularly lift, carry and/or move up to 50 pounds and occasionally 100 pounds. Assistance is required on weight amounts above those listed. Failure to do so could result in injury and denied Worker's Compensation benefits.

WORK ENVIRONMENT ENCOUNTERED IN THIS JOB

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee will be regularly exposure to moderate or high noise level, extreme outside weather conditions, uneven, steep, slippery terrain conditions, dusty conditions and wet and/or humid conditions.
- Employee will be subject to exposure to moving mechanical parts and heavy equipment operation.
- Employees will be subject to roadway hazards, i.e. traffic.
- Employee will be subject to outside hazards, i.e. poison ivy, bees, spiders, dirt, animals.
- Employee will be subject to confined areas, i.e. confined spaces, sewer manholes, water vaults, wastewater pits, and/or protected trenches.

GENERAL STATEMENT AND SELECTION GUIDELINES

The above statements describe the general nature and level of work assigned to in this job position. They should not be construed as an exhaustive list of all job duties or tasks performed by personnel so classified.

The following will identify the selection guidelines for job placement:

- WVWA application
- Rating of education, experience, training and qualifications
- Reference checks
- Interview with WVWA management team
- Applicant must pass a pre-employment physical and drug/alcohol test
- A criminal background check and social security number verification will be performed. The results must match information provided by the applicant on the WVWA application
- Job related test might be required and would be administered to all applicants applying for the position