CLIFTON WATER DISTRICT
POSITION DESCRIPTION

POSITION TITLE: Water Treatment Plant Supervisor       DATE: 01/01/2011

DEPARTMENT: Water Treatment Plant

POSITION SUMMARY:
Supervises the operations of the District’s Water Treatment Plant and Laboratory division to ensure that the adequate supply of water is produced which meets all regulatory and District requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The District reserves the right to modify or change the duties or essential functions of this job at any time.

1. Supervise activities of the Treatment Plant. Directly supervises all Water Treatment Plant and Laboratory personnel. Directing and assigning all personnel in accordance with State and Federal regulations and all Clifton Water District requirements.

2. Perform general personnel activities including evaluation, approving and declining leave requests, performance evaluations, resolving basic employee disputes and providing information for hiring recommendations to the Manager.

3. Ensure plant effluent meets all State and Federal regulatory requirements at all times.

4. Implement and effectively enforce the District’s Operational Policies, Personnel, Safety and all other District-wide policy.

5. Coordinate and manage all activity in, around or affecting the Water Treatment Plant Facilities. Report to and advise the Manager/Assistant Manager on the daily operation and personnel issues preparing reports and briefings on a monthly basis or as requested.

6. Manage and supervise construction activities associated with Water Treatment Plant capital improvements projects.

7. Manage, coordinate and supervises any contract labor services necessary for the efficient operation maintenance and repair of the Water Treatment Plant and Laboratory facilities.

8. Develop, establish and enforce Water Quality Goals for implementation in the treatment plant process preparing an annual Water Quality Goals Report to the Board of Directors.
identifying the success of meeting the Water Quality Goals and identifying any issues needing to be addresses in the planning process.

9. Manage and oversee all Water Treatment Plant preventative maintenance activities and programs including all treatment plant equipment, intake structures, pressure pump stations, storage facilities.

10. Perform annual cathodic protection plan of 27-inch line, storage tanks and City of Grand Junction interconnect preparing an annual status report and recommendations.

11. Develop and prepare the Treatment Plant and Laboratory itemized budget to the District Manager prior to September 1 of each year. Monitor expenditures and budget variance throughout the year providing written updates to the Manager on a quarterly basis or as requested.

12. Plan and develop treatment plant process control to comply with new and/or additional regulations of the Safe Drinking Water Act, its amendments, and all additional Water Quality Goals as set by the Clifton Water District. Using this information and knowledge to actively participate and develop long-range planning activities related to the Treatment Plant and Laboratory operations.

13. Implement and actively participate in all aspects of the Partnership for Safe Water Program submitting required reports as prescribed in the Program.

14. Manage and maintain and effective Operator and Laboratory education and training program concentrating on advanced and pertinent educational activities that meet the needs of the employee and the District.

15. Develop and supervises programs for the efficient collection and reporting of data in the Treatment Plant/Laboratory database.

16. Remain current on all drinking water regulations providing semi-annual reports to the Manager identifying reports associated with water quality compliance. Prepare and present planning strategies for all major unit process changes needed to comply with future regulations.

17. Manage and coordinates Laboratory activities and programs establishing and maintaining cooperative relationships with all regional water and community organizations.

18. Manage Laboratory operation to insure all aspects of quality control, quality assurance, State and Federal laboratory certification programs.

19. Evaluate, recommend and purchase laboratory equipment and laboratory supplies necessary for routine analysis and equipment maintenance.
20. Respond to customer water quality complaints and inquiries resolving any issues with courtesy and within District policy.

EXPERIENCE AND TRAINING:

Minimum Education: A Bachelor’s Degree in environmental engineering, environmental sciences, biology, chemistry or related field.

Certificates or Licenses: Valid Colorado driver’s license and Class “A” Water Operator’s Certification.

Special Professional and/or Job Related Requirements: None.

Special Training or Experience: Five to seven years experience as a Class “A” Water Treatment Plant Operator.

REPORTING RELATIONSHIPS:

This Position Reports to: Manager.

This Position has Supervisory and/or Management Responsibility for: All Water Treatment Plant and Laboratory personnel.

EQUIPMENT USED:

Variety of equipment normally found in a water treatment plant including but not limited to: pumps, motors, valves, actuators, regulators, meters, analyzers, chemical tanks, chemical feeders, chemical injectors, flocculation motors, sludge removal systems, dust collectors, electronic controls, SCADA systems, backwashing equipment, chlorine scrubber, filters, membranes, hand tools, power tools, testing equipment, compressors, and computers.

PHYSICAL REQUIREMENTS:

1. Ability to conduct activities requiring extensive walking and standing and limited sitting.

2. Ability to lift, carry, push or pull burdens up to 50 pounds on a daily basis and up to 100 pounds on an occasional basis.

3. Ability to perform activities requiring climbing, balancing, stooping, kneeling/bending, crouching, crawling, and reaching on a daily basis.

4. Ability to hear and respond to routine telephone and interpersonal communication, two-way radios, and pager signals. Ability to hear and respond to alarms, signals, and machinery noises associated with a water treatment plant environment.
5. Ability to utilize the full scope of visual capacity in performing duties.

6. Physical ability to operate motorized vehicles and light/medium equipment.

ENVIRONMENT CONDITIONS:

This position’s duties are performed within an indoor or outdoor environment. The incumbent may experience exposure to the conditions and hazards associated with water treatment plant and distribution operations such as weather/temperature changes, chemical, mechanical, and electrical hazards, working at heights and below ground level, and the possibility of fumes, gases and odors associated with this work environment.

Position requires 24 hour on-call status

SKILLS AND ABILITIES:

1. Ability to communicate effectively verbally and in written communications and technical reports.

2. Knowledge of and ability to apply complex mathematical and analytical equations and concepts.

3. Ability to maintain and establish effective working relationships with co-workers, government agencies, contractors, and the general public.

4. Knowledge of water quality control processes, distribution maintenance and construction, and related regulatory requirements.

5. Ability to work independently and resolve potentially critical situations without supervision.

6. Ability to accurately write and report test results without error.

7. Knowledge of State and Federal Water Quality Regulations and reporting requirements.

______________________________  
Employee Signature                  Date

______________________________  
Supervisor Signature               Date