

JOB TITLE: Water Treatment Superintendent



Department: Water

FLSA Status: Full-time Non-Exempt

Prepared By: Will Bond, City Engineer/Public Works Director

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SUMMARY:

This is an advanced level position. Under direction of the Public Works Director, this limited supervision position will plan, direct, supervise, review, and participate in operation and maintenance of the Water Treatment Facility (WTF).

This position would be engaged in performing all types of activities associated with an Alternative Filtration, Class III WTF.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in developing goals, objectives, policies, procedures, and priorities for the Water Treatment Facility.
- Plan, direct, coordinate, supervise, and review the work of assigned personnel.
- Inspect WTF, evaluate work in progress, assess quality, resolve work problems; determine additional needs, assure continuous support and follow-up.
- Inspect contractors' work and verify work and billing for payment.
- Prepare and monitor budgets to determine equipment, materials, and supply needs; Prepare equipment specifications. Procure and maintain inventory of necessary materials and supplies.
- Supervise, train, instruct, and evaluate assigned personnel.
- Supervises and performs skilled work in all operations of the water treatment facility.
- Recommend and enforce safety rules and regulations.
- Produce potable water for the City of Shasta Lake in accordance with all State and Federal regulations.
- Understand water treatment theory / technology and apply that knowledge to the water treatment process.
- Operate a Class III water treatment facility which includes:
 - Monitoring of gauges, flowmeters, charts, SCADA computer, etc.
 - Conducting water analysis tests such as PH, turbidity, chlorine residual, etc., for treatment process control.
 - Determine chemical feed rates and adjust chemical dosages.
 - Determine and maintain proper flowrates in accordance with consumption demand.
 - Maintain treatment records in accordance with City, State, and Federal regulations.
 - Backwash / flush filters as needed.
- Conduct water analysis tests to ensure safety and water quality by collecting representative water samples and delivering them to the local lab for testing.

- Ensure that facility operations are in compliance with operating guidelines and that treated water is safe and acceptable entering the distribution system.
- Prepare weekly, monthly, yearly reports in accordance with State and Federal guidelines.
- Maintains all required records such as operating logs, chemical and repair part inventories, maintenance logs; distributes information to internal and external personnel as needed.
- Direct and perform routine preventive maintenance on facility equipment which includes: operating adjustments and calibrations on equipment, basic mechanical and electrical work and cleaning, lubricating and replacing equipment parts.
- Direct and perform building and grounds maintenance as needed, including painting, cleaning, etc.
- Expertise with facility manuals such as maintenance, treatment, regulatory compliance, and safety.
- Expertise with the rules, regulations, and policies of the City of Shasta Lake.
- Discuss water quality with the public and conduct facility tours if needed.
- Report during emergencies to maintain quality service to the City and its customers.
- Assist in developing goals, objectives, policies, procedures, and priorities for the Water Utility.
- Plan, direct, coordinate, supervise, and review the work of consultants when necessary.
- Assist in the development and monitoring of the overall budget for the Water Utility.
- Serve as the City's Water Conservation Officer. Duties include development, implementation, supervision, and maintain the City's water conservation program, including but not limited to community outreach; drought contingency planning; rebate program; and respond to customer inquiries or complaints and provide technical assistance where required.
- Monitor legislative actions that impact the Water Utility. Comply with and/or enforce federal, state, and local laws and regulations. Communicate regularly with such agencies regarding regulations, permits, and reports.
- Attend meetings/conferences significant to the water industry.
- Consistently meets agreed upon or assigned tasks and/or project deadlines.
- Demonstrate accuracy, attention to detail, and effectiveness in completion of work.
- Maintains appropriate level of written and verbal communication skills necessary to perform the job and to be effective and productive with employees, supervisors, and the public.
- Adheres to the rules and regulations to ensure safety standards are met.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

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.

- High school diploma or equivalent.
- A minimum of five (5) years' experience as a Senior Water Treatment Operator is required.
- Maintain effective working relationships with a diversified group of people under trying and stressful conditions.
- Communicate courteously and professionally to reflect a positive image of the City to its customers and the public.
- Express self logically and concisely in both oral and written form.
- Access and interact with computer control systems.
- Analyze, evaluate, and recommend sound solutions to problems of routine nature.

- Research, interpret, explain, and correctly apply policies, rules, regulations, and procedures.
- Work independently and efficiently.
- Adjust work schedule to perform necessary duties.
- Handle confidential matters.
- Understand basic math and chemistry and being able to apply the knowledge to the water treatment process.
- Understand mechanical problems and equipment.
- Use common hand tools and other related equipment.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

Knowledge of:

- City, state, and federal codes, laws and regulations concerning water operations.
- Principles, standards, and practices of water utility operations.
- Principles and practices of safety management.
- City policies, goals, and objectives with respect to water projects.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California Class C driver's license.
- Must possess and maintain a state recognized Backflow Prevention Tester certificate
- Must possess and maintain a Grade D2 Water Distribution Certificate issued by the State of California Water Resources Control Board.
- A State of California Water Resources Control Board Grade T4 Water Treatment certificate is required or shall be obtained within one (1) year of accepting the position.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- Sitting, standing, stooping, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving.
- Required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which approximate 75 pounds.
- 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.
- Required to work as a team player, courteously and respectably with co-workers in a close working environment.

WORK ENVIRONMENT:

- Works in both inside and outside environmental conditions.
- Verbal, face-to-face contact, email, and telephone.

- Occasionally exposed to inclement weather conditions.
- Risk of electrical shock.
- Regularly exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals.
- Noise level in the work environment is usually moderate.
- Must enter confined space areas such as vaults, and reservoirs.
- 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.