

CITY OF WOODLAND

WATER TREATMENT PLANT SUPERINTENDENT

Department: Public Works
Approved: August 22, 2012

Nature of Work:

This is a skilled supervisory position that directs the operation and maintenance of the water production well, water filtration/treatment plant, and compliance testing for the water distribution system, through technical decision making and the efficient use of equipment, personnel and budget. The incumbent assures that all municipal drinking water compliance requirements are met, including water quality monitoring and treatment process and control requirements, as mandated by the Washington State Department of Health. Requires direct supervision of water treatment plant operators and water distribution maintenance workers, and indirectly, subordinates to these positions.

SUPERVISION RECEIVED:

Position works under the general guidance and direction of the Public Works Director.

SUPERVISION EXERCISED:

Exercises supervision over assigned Treatment Plant Operator(s) and Water System Maintenance personnel involved with Ranney intake pump station, the drinking water filtration plant, and performing other water quality related work within the distribution system.

ESSENTIAL AND MARGINAL FUNCTION STATEMENT: Essential and other important responsibilities and duties may include, but are not limited to the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Represent the City of Woodland in a courteous and professional manner at all times. Respond to public inquiries, provide information within the area of assignment, and resolve complaints in an efficient and timely manner.
- Plans, organizes, and supervises the work of assigned employees. Recommends selection of staff, provides training for subordinates, and reviews and evaluates work performance. Make recommendations regarding the promotion, discipline, transfer, or termination of subordinate employees.
- Exercise professional judgment to independently develop and monitor program budgets and oversee system operations and maintenance projects.
- Maintains a comprehensive program of operations and maintenance for the water filtration/treatment plant, Ranney intake pump station, and water distribution system.

- Develops short and long-range plans, goals, and objectives for assigned operations and maintenance. Assists in the development, review, and updates of the city long-range plans. Coordinates assigned activities with other agencies and consultants, as needed.
- Recommends development of and/or implement policies, procedures, and safety regulations related to area of assignment to assure efficient operations in compliance with legal requirements, and all city policies, and objectives.
- Submits to the Department of Ecology a monthly NPDES report for the settling ponds at the WTP. Submits to the Department of Health all monthly monitoring forms and reports as required by the WDOH.
- Provide technical assistance to staff on complex and atypical problems, process, regulations, and all phases of plant operations and maintenance and distribution system water quality control.
- Utilize and ensure proper safety precautions related to all work performed.

MINIMUM QUALIFICATIONS

1. Education, Certifications and Experience:
 - a. High school graduate or G.E.D. equivalent
 - b. Possess and maintain a valid Washington State Driver's License
 - c. Maintain current First Aid/CPR card
 - d. Valid Water Treatment Operator III, Water Distribution Manager III, Cross Connection Control Specialist, and Wastewater Operator I Certifications
 - e. 5 years supervisory experience
 - f. 5 years water treatment plant operations, maintenance and management at a Group II or greater facility
 - g. 5 years operations, maintenance and management of a group II or greater water distribution system
2. Necessary Knowledge, Skills and Abilities:
 - a. General working knowledge of chemical feed pumps, turbine pumps, mixed media filters, disinfection, and water treatment techniques
 - b. 5 years experience of water sampling, laboratory testing and water quality control and treatment and disinfection process monitoring
 - c. Experience or equivalent combination of education and experience may be substituted

DUTIES REQUIRED

This person in this position is responsible for the following:

- Compliance with required water quality monitoring and treatment reports as mandated by the State of Washington Department of Health
- Compliance with the NPDES permit conditions as established by the WDOE for the water treatment plant settling ponds

- Efficient administration and operation of the water filtration/treatment plant, Ranney intake pump station, water storage and distribution system
- Oversee all water quality control, sampling, testing, and reporting
- Organization, scheduling, and supervision of the facility employees
- Preparation of the annual budget
- Preparation of reports and certifying responses to State agency inquiries
- Coordination with other managerial employees
- Project management of facility projects
- Interpret laboratory data and make needed adjustments for efficient plant operations
- Establish and maintain effective working relationships with staff, public officials, elected officials, vendors, and other agencies
- Communicate effectively both orally and in writing
- Coordinate all process changes with weekend staff
- Rotates weekends with other staff for plant operations and state compliance
- Physically perform the job duties

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing software, email, motor vehicle, calculator, laboratory equipment including but not limited to turbidimeters, colorimeters, spectrophotometers, PH meters, process monitoring equipment and familiarity with Allen Bradley PLC program and DTAM micro process controllers.

SPECIAL REQUIREMENTS:

- As a condition of employment, direct deposit of payroll to a bank of employee's choice, is required;
- It is the policy of the City of Woodland to comply with the federal, Drug Free Workplace Act of 1988 and City policies relating to this.
- The city supports uniformity and fairness, without discrimination, in the selection and treatment of all City employees and provides for the development and retention of a knowledgeable, capable and efficient career work force
- A copy of the City Personnel Policy will be provided upon request.
- Any applicant receiving an offer of employment from the City of Woodland will be required to successfully complete a pre-employment drug screening.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and the work environment characteristics 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.*

- **Constant Demands:** Sitting, talking, hearing, and seeing (specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus).
- **Frequent Demands:** Standing, walking, and occasionally carrying tools and maintenance materials, twisting above the waist and reaching (knees to shoulder and above shoulder), repetitive hand and arm motion, fine finger manipulation in the use of a maintenance instruments; physically capable of moving about on work sites and under adverse field conditions.
- **Occasional Demands:** Driving, lifting (average of 20 pounds routinely and up to 100 pounds occasionally), climbing stairs and ladders, pushing/pulling, working at heights/balancing, bending at the waist, crouching, kneeling/squatting, reaching below the knees, handling/grasping, foot controls, smelling, working near moving mechanical parts and sometimes in high, precarious places.
- **Environmental Factors:**

A fair percentage of employee's time is spent outdoors; exposed to wet and/or humid conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock and vibration.

** Listing is for purposes of example only and is not intended to be all-inclusive. Individual is expected to perform any additional duties requested.*

Dated this 2nd day of August, 2012
Water Treatment Plant Superintendent

Reviewed by the City Council and
Approved by the Mayor this 22nd day of August, 2012.

Grover B. Laseke, Mayor