

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: WATER TREATMENT PLANT OPERATIONS SUPERVISOR      JOB CODE: 2510**  
**DEPARTMENT: GENERAL SERVICES      DATE: 03/16**  
**REPORTS TO: WATER TREATMENT PLANT SUPERINTENDENT**

**JOB SUMMARY:**

Performs responsible technical and supervisory work involving the operation and maintenance of the Water Treatment Plant (WTP), pump stations, and water storage tanks.

**ESSENTIAL JOB FUNCTIONS:**

Ability to manage and develop direct report employees, carrying out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including training in job skills, addressing complaints, resolving problems, conducting performance appraisals, ensuring efficient utilization of resources, and planning, assigning and directing work activities, equipment work order history, preventive maintenance performed, pump station flows, and instrument calibration records.

Procures and maintains adequate inventory of parts, materials, and supplies to ensure efficient and continuous operation of the water treatment facilities.

Inputs data to the computerized maintenance management system and extracts appropriate data and reports as required. Computer based maintenance and management programs, including but not limited to Excel Reporter, HACH/WIMS, and COGS, including maintaining updated skill sets for these systems

Actively participates in facility maintenance and repair activities as necessary.

Evaluates and recommends improvements to processes, equipment, and procedures.

Prepares reports and memos as necessary to communicate required information to superintendent and subordinates.

Assists in preparing shift assignment schedule for the work unit.

Responsible for overseeing, maintaining, and recording accurate data pertaining to plant operations, including but not limited to WTP performance and water quality assessment within the set specifications, chemical usage and dose rates, water use and setting pumping rates of WTP and pump stations, water storage tank elevations, laboratory equipment operating, and proper operations of the Supervisory Control and Data Acquisition System (SCADA).

Collects samples from treatment processes and performs required analytical tests, including but not limited to pH, free and total chlorine residual, alkalinity, color, fluoride, chloramines.

Performs inspections of WTP and pump station equipment, chemical and water storage tanks, and processes to ensure proper and safe operation; checks for proper equipment lubrication; records pressure gauge readings, flow rates, tank levels, pH, and chlorine residual concentrations; adjusts equipment operation as necessary to meet established operational objectives; removes faulty equipment from service and places standby equipment in duty.

Maintains records of chemical inventories and places orders when necessary to maintain uninterrupted process integrity.

Assists in developing Standard Operating Procedures (SOPs) for equipment and processes; trains staff in the procedures.

Completes required training.

Perform temporary Superintendent responsibilities in his/her absence.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Meters	Pumps	Air Blowers
Valves	Motor Vehicles	Photocopier
Laboratory Apparatus	Hand Tools	Telephone
Computer	SCADA	Generator
Motor Boat	Welding Equipment	Electrical Testing Equip.
Shop Tools	Power Tools	Compressor
Fork Lift	Ventilation Blower	

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and an Associate's Degree in Environmental Science or a related field; and four years of progressively responsible experience in a water treatment plant with at least 2 years in a supervisory capacity; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Current Grade III State of New Hampshire Water Treatment Operator's License

Valid New Hampshire Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Methods, techniques, processes, equipment, and machinery utilized in the operation of a water treatment plant.

Principles of supervision, training, and performance evaluation.

Applicable state, federal, and local laws, rules, and regulations.

Record keeping, report preparation, filing methods, and records management techniques.

Computer applications and SCADA related to the work.

Basic budgetary principles.

**Skill in:**

Organizing work and setting priorities.

Analytical practices.

Communicating clearly and effectively, orally and in writing.

Preparation of clear and concise reports, memos, and other correspondence.

Operation and maintenance of water treatment equipment.

Use of tools and equipment required in operation and repair of water treatment systems.

**Mental and Physical Abilities to:**

Mechanical and electro-mechanical aptitude.

Read and interpret documents such as safety rules, and operation and maintenance instruction and procedure manuals.

Provide direct supervision of assigned work unit.

Perform the duties of the Water Treatment Plant Superintendent in his or her absence.

Follow written and oral instructions.

Perform routine and strenuous work.

Instruct others in techniques and methods utilized in the water treatment system.

Define problems, collect information, establish facts, and draw valid conclusions.

Read and understand engineering plans and specifications.

Establish and maintain effective working relationships with other departments, employees, and the general public.

Perform duties while intermittently sitting, standing, or stooping.

Frequently lift light objects and occasionally lifting heavy objects (more than 100 lbs).

Distinguish between shades of color.

**Working Conditions:**

Work is performed in an office and in a water treatment plant.

The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, toxic, caustic, or irritating chemicals, and fumes or airborne particles.

Work is performed outdoors, occasionally in cold or inclement weather.

Work requires the use of protective devices such as masks, goggle, or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.