

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: WATER TREATMENT PLANT SUPERINTENDENT
DEPARTMENT: GENERAL SERVICES
REPORTS TO: GENERAL SERVICES DIRECTOR

JOB CODE: 2501
DATE: 2/08

JOB SUMMARY:

Performs professional work of an administrative and technical nature, in directing the operation and maintenance of the Water Treatment Plant, pumping stations, and related facilities.

ESSENTIAL JOB FUNCTIONS:

Manages operations and maintenance of the water treatment plant, pumping stations, and storage tanks to ensure that water quality meets and exceeds the federal and state safe drinking water act regulations; establishes treatment goals and practices; develops plans for monitoring programs and preparing reports for local and state agencies.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including interviewing, hiring, training, appraising performance, rewarding and disciplining employees, addressing complaints, resolving problems, and planning, assigning, and directing work.

Develops and manages operating budget for the Water Treatment operations annually; monitors and administers approved budget; manages the purchasing and inventory control of parts, equipment, and supplies.

Manages capital improvement projects, including planning and implementing short- and long-term projects; coordinates activities with consultants and contractors; researches, applies for, and administers state and federal grants.

Prepares water use reports; monitors dam safety; controls and disposes plant residuals and computers.

Provides assistance to water distribution operators to ensure water quality throughout the distribution system.

Oversees the maintenance of records.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer

Telephone

Motor Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four-year college or university in Environmental Science, Civil Engineering, Chemistry, Microbiology, or other related field; and,

Additional or included course work in water treatment procedures and techniques; and,

Five years of progressively responsible experience in water treatment and pumping station operations and maintenance; and, one year of experience in a supervisory capacity; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License.

Current State of New Hampshire Grade IV Water Supply License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Operation and maintenance of modern water treatment plants, pumping stations, and related facilities.

Water treatment process and control techniques.

City, state, and federal laws applicable to environmental health and sanitation.

Principles and practices of budgeting and personnel management, including supervision, training, and performance evaluation.

Modern purchasing methods and procedures, and of the laws, rules, regulations, codes, and statutes governing the purchase of materials, supplies, chemicals, equipment, and services.

Skill in:

Typing and operation of computer keyboard in order to enter and retrieve data.

Creative and effective use of computer programs in the completion of duties.

Mental and Physical Abilities to:

Supervise other employees and to instruct others in the methods and techniques utilized in operating a modern water supply system.

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

Communicate clearly and effectively, both orally and in writing.

Deal courteously and diplomatically with the general public.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Write reports, correspondence, and procedure manuals.

Evaluate water quality models and analyze spreadsheets.

Compute ratios and percentages, and interpret bar graphs.

Complete mathematical computations and statistical analysis.

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

Perform duties while typically sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking.

Occasionally lift light and heavy objects.

Climb ladders.

Distinguish between shades of color.

Working Conditions:

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

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.