

WATER RESOURCES PLANT SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Water Resources Plant Supervisor is a working supervisor responsible for planning, prioritizing, assigning, supervising, and reviewing the work of staff involved in the role of maintaining and operating City of Mesa water plant facilities. This position is tasked with the formulation and implementation of policies and work procedures that ensure continuity of operations, performance, and maintenance of associated equipment. A Water Resources Plant Supervisor is expected to: exercise independent judgment in handling routine and emergency conditions related to plant operations, maintenance, and personnel; ensure that the facilities meet all federal, state, and local regulations during day-to-day operations; participate in the selection, training, and daily performance evaluation of operational and maintenance staff; provide guidance and assistance to subordinates and managers through coaching, mediation, monitoring, tracking, coordinating, recommending, and conducting managerial oversight and guidance; evaluate maintenance and operations activities; recommend improvements and modifications to existing treatment methods and facilities; design modifications to existing facilities - expansions and new construction - to increase productivity and effectiveness; manage, contract, and provide oversight for capital improvement projects; track monthly chemical usage; prepare comprehensive reports to provide information as required by federal, state, and local regulatory agencies and the public; review comprehensive reports and provide detailed information and recommendations; compile data to assist the Plant Superintendents in preparing the annual operating budgets for the water plants; and review operating and maintenance expenditures of the facility and make corrections and recommendations. The Water Resources Plant Supervisor is responsible for work scheduling; making job assignments; and reviewing the performance of staff. An employee in this class may be required to oversee routine plant inspection, laboratory testing, and equipment maintenance, ensuring proper procedures are adhered to. An employee in this class may be expected to oversee and ensure that the proper Occupational Safety & Health Administration (OSHA) and plant safety procedures are adhered to, including: holding safety meetings, required documentation, water quality, safety equipment, and procedures as required by position. An employee in this class may be expected to review and understand plant blueprints, represent the plants in meetings, perform site inspections during plant operations and construction, operate the plant in the absence of plant operators and provide leadership in the absence of the Plant Superintendent. Conduct facility tours as required. This class is responsible for performing related duties as required.

Distinguishing Features: An employee in this class is required to use appropriate safety equipment and follow safety procedures in performing assignments. This class may be subject to emergency call-out and must be willing to work overtime and scheduled stand-by as required. In addition, employees in this class may be subject to shift rotations as circumstances and emergencies may require. This position may have the responsibility to maintain the facilities Risk Management Program (RMP) and serve as a point of contact on associated issues. This class exercises initiative and independent judgment in performing assignments. The work requires occasional heavy lifting and carrying (up to 100 pounds with the assistance of a cart, power winches, rigging equipment, etc.) and includes job hazards such as exposure to toxic chemicals and chlorine gas. In addition, work is performed under adverse weather conditions. Supervision is received from the Water Treatment Plant Superintendent or the Water Reclamation Plant Superintendent (*depending on assignment*) who evaluates work through daily discussions, meetings, reports, and performance evaluations of results achieved. This class is FLSA nonexempt.

Maintenance Assignment: This assignment is required to provide training relative to the OSHA and must annually update OSHA required documentation for the Water Plant Maintenance Specialist I/II/III. Incumbents in this class may supervise Water Resources Maintenance Specialists Is, IIs, and IIIs, and/or Water Treatment/ Reclamation Plant Operator Interns, and are directly responsible for all daily and emergency facility maintenance issues.

Operations Assignment: This assignment is required to provide training relative to regulations in water quality and the OSHA and must annually update OSHA required documentation for the Water Resources Operators. Incumbents in this class may supervise Water Resources Operator Is and IIs, and/or Water Treatment/Reclamation Plant Operator Interns, and are directly responsible for all daily and emergency facility operation issues. Responsible for scheduling the 40-hour HazWoper course for plant Operators, and coordinates the 8-hour refresher courses for the Operations staff.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to a minimum of four years of full-time work experience in a respective water treatment or wastewater reclamation plant.

Maintenance Assignment: Minimum of three (3) years of experience as a plant mechanic. Minimum of two (2) years of supervisory experience or lead worker overseeing mechanical disciplines.

Operations Assignment. Minimum of two (2) years of supervisory or lead worker experience.

Special Requirements: Must possess a valid Arizona Driver's License by hire date. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulation (CFR) 1910.134 by hire or promotion date and must maintain certification. Must meet the physical standards and requirements for the wearing of a Self-Contained Breathing Apparatus (SCBA) respiratory protection equipment (Water Treatment Plant assignment only). All classes shall be responsible for acquiring a minimum of 30 professional development hours (PDH's) every three years to maintain their Arizona Department of Environmental Quality (ADEQ) Certification.

Maintenance Assignment: Must possess (*depending on Water Treatment or Reclamation assignment*) a Grade III (or higher) Water/Wastewater Treatment Plant Operator certification from the ADEQ or equivalent certification from another state through reciprocity with Arizona by application date. Certification through reciprocity must be obtained within three months of hire or promotion. Must meet the physical standards and requirements for the wearing of Self-Contained Breathing Apparatus (SCBA) respiratory protection equipment (*Water Treatment Plant assignment only*).

Operations Assignment: Must possess (*depending on Water Treatment or Reclamation Plant assignment*) a Grade IV Water/Wastewater Treatment Plant Operator certification from the ADEQ or equivalent certification from another state through reciprocity with Arizona by application date. Certification through reciprocity must be obtained within three months of hire or promotion. Must obtain a 40-hour HazWoper certification as per OSHA and must attend an 8-hour refresher course annually to obtain certification (Water Treatment Plant assignment only).

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications.

Maintenance Assignment: (Depending on Water Treatment or Reclamation assignment) Grade IV Water/Wastewater Treatment Plant Operator certification from the ADEQ; completion of an apprenticeship program in mechanical disciplines or equivalent training and experience as supplemented with course work or degree from an accredited college or technical school; and experience with supervision of a water or wastewater treatment plant is preferred.

Operations Assignment: Technical training and/or college courses in water technology, biology, chemistry, or sanitary engineering; experience in mechanical and electrical troubleshooting is desirable; knowledge of water treatment or wastewater reclamation methods, procedures, and techniques; operations; preventive and corrective maintenance practices for water treatment or water reclamation facilities and equipment; computers and programs used in the operations of a water treatment or wastewater reclamation plant; and knowledge and use of Supervisory Control and Data Acquisitions System (SCADA) monitoring and control systems; experience with advanced computerized systems utilized in water or wastewater treatment facilities; and/or knowledge of laboratory and analytical methods used in the analysis of water is preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities, which may be found in positions of this classification.

Communication: Communicates with other City employees, vendors, tour groups, management, contractors, engineers, inspectors, the public and others in order to relay information, establish priorities, order equipment, distribute work orders and convey plant mechanical, electrical, operational and maintenance activities. Communicates plant operation or maintenance instructions to subordinate employees clearly and concisely; assigns and reviews the work of others for completeness and conformance to accepted standards and practices. Trains subordinate employees in plant operation and/or maintenance procedures, policies, safety practices, and compliance with federal and state regulations for the plant. Prepares written documents, monthly reports, accident reports, standard operating procedures (SOPs), equipment specifications, job hazard analysis, maintenance schedules, OSHA documents, and other reports for state and county agencies. Submits budget needs (allowing a margin for general inflation and unexpected contingencies) to Plant Superintendent by projecting costs, including wages, equipment acquisition, replacement, repair, maintenance and replacement of plant system equipment.

Manual/Physical: Inspects and monitors plant operating equipment to detect malfunctions or failures and verifies operability and suggests maintenance, repair, or replacement needs and priorities, and to ensure compliance with established standards and specifications. Inspects and monitors the repair and lubrication of all plant equipment and oversees the maintenance of all plant mechanical and electrical equipment and structures, maintenance projects (both in-house and contracted out) to ensure work is complete with respect to project standards both during the project and at project completion. Monitors

all aspects of equipment operations (mixing, filtration, coagulators, blower, etc.) as required. The Water Resources Plant Supervisor is responsible for coordinating the medical surveillance exams for the operators (*Operations Assignment*). Operates and adjusts all aspects of plant equipment (valves, gates, chemical feeds, etc.) as required. Utilizes advanced odor control systems, computer monitoring systems, (example: SCADA, computerized maintenance management system, etc.), monitors process controls for proper plant operation. Enters data into computer workstation in order to calculate chemical usage. Uses an automated computerized maintenance management system in order to schedule, predict, and document plant maintenance activities. Conducts process control of a nitrification/denitrification plant. Oversees the collection of laboratory samples at plant site(s) and testing procedures to assure precision and accuracy. Operate laboratory equipment to perform respective analysis and distinguish colors to determine outcome of certain analysis. Distinguishes colors when working with electrical wires and coating applications, and detects unusual noises in operating equipment. Wears appropriate respirator when working in confined spaces and/or with hazardous chemicals or materials. Uses common hand tools (hammers, torque wrench, spray gun, etc.) to operate and maintain/repair equipment. Cleans equipment and work area. Operate powered industrial vehicles which may include forklifts, front-end loaders, etc. This will require training certification requirements per OSHA requirement 29 CFR 1910.178(1) on a three-year basis. Lifts and carries heavy (up to 100 pounds with the assistance of a cart, power winches, rigging equipment, etc.) equipment, drums and chemicals for distances of 20 feet or more. Supervises subordinate employees in day-to-day operation and/or overall maintenance, reviews work performed to ensure compliance with State and Federal Regulations, OSHA standards and ADEQ guidelines. Procures new laboratory equipment for the Water Resource Operators. Prepares and updates schedules and completes performance evaluations. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings, deliver materials or travel to other facilities. Operates a personal computer (PC) in order to enter data regarding work orders or produce monthly reports. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and/or directs the day-to-day and emergency operations and maintenance of the plant. Supervises and evaluates the work of subordinate personnel who operate and maintain the plant. Coordinate and direct external support efforts from technical, process, and equipment repair entities. Prioritizes and assigns work to personnel in order to prioritize work schedules or ordering equipment. Reviews plant data to determine operational parameters. Performs mathematical calculations or cost analysis for calculating lab results or ordering equipment and supplies and to determine efficiency and effectiveness of operations. Comprehends and makes inferences from written material – state and local and regulations, operations and maintenance manuals, trade magazines, etc., to understand equipment operations and maintenance requirements. Develops techniques and record keeping to comply with federal, state and county requirements. Develops and implements a computerized preventive maintenance program and tools to review statistical information daily. Understands blueprints to determine plant layout and location of lines. Reviews plans and specifications for plant projects and review projects for conformance to plans and specifications. Trains employees in the techniques and procedures used in the maintenance and repair of the City's water system and physical plant. Determines appropriate remedial action during equipment failure emergency situations. Learns job-related material through on-the-job and/or classroom training regarding plant operations, safety, and maintenance. Resolves operational and maintenance problems by evaluating information and conferring with the Plant Superintendent. Has overall responsibility for the assigned plant.

Knowledge and Abilities.

Knowledge of:

water treatment and/or reclamation plant operating and safety policies and procedures;
operation and maintenance procedures of water treatment and/or reclamation equipment and facilities;
preventive and corrective maintenance and repair procedures in relation to plant electrical, electronic, and mechanical equipment;
hydraulics, plumbing, metal cutting, and welding used in water treatment and/or reclamation plants;
plumbing and pipefitting principles and procedures;
the occupational hazards and safety precautions associated with water treatment systems;
metal and polyvinyl chloride (PVC) welding practices and procedures;
water treatment and/or reclamation laboratory sampling and testing procedures;
the principles of biology, chemistry, and mathematics;
the chemical/physical and biological process used in water treatment and/or reclamation;
laboratory practices used in water treatment and/or water reclamation;
regulations used in water treatment and/or reclamation (Safe Drinking Water Act, etc);
the general mechanical repair principles and practices;
basic computer workstation applications with related software, SCADA operating principles;
computerized maintenance management system (CMMS);
programmable logic controllers that collect on-line data for plant operations;
techniques, equipment and terminology used in the water treatment and/or reclamation industry;
OSHA regulations and guidelines as they apply to treatment and/or reclamation facilities and their personnel;
the principles and practices of employee supervision; and
basic employee training principles and practices.

Ability to:

perform all the physical requirements of the position including lifting and carrying heavy (100 pounds or more, using a cart or other aide) objects on an occasional basis;
use a respirator and/or SCBA as required by assignment;
apply protective coatings to plant structures and equipment;
plan, organize, direct, and review activities related to water treatment and/or reclamation operations or maintenance assignments;
develop project schedules and adhere to timelines;
use a variety of software programs including Intellutions and Microsoft Word and Excel;
construct reports, forms, tables, and graphs of plant data;
compile and evaluate equipment/service pricing;
develop and implement plant discharge permits and implement procedures for compliance;
organize and initiate plant shutdowns for maintenance;
coordinate major equipment repairs and/or maintenance with the Water Plant Supervisor, Utilities Control Center Supervisor and outside entities as required (example: Central Arizona Project);
review all plans for upgrades, new construction projects, and replacement projects which affect the operation of the facility;
direct new processes or techniques in order to maintain an efficient operation;
resolve operational and procedural problems;

develop and supervise the application of techniques and methods in various process controls to increase the efficiency of the facilities operation;
hire, train, evaluate, and discipline employees;
work closely with the Plant Superintendent in order to establish, maintain, and garner positive teamwork practices within the work unit;
review operations or maintenance work through on-the-job inspections, conferences, and reports;
perform research; and
establish and maintain effective working relationships with management, coworkers, subordinates, vendors, inspectors and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 4/18

NF/aa/co

CS4636.DOCX - Water

CS4636W.DOCX - Wastewater

EEO-SCW

JOB FCTN-TEC

INCREMENTS 63-200

PAY GRADE: 50

IND-7520 - Water

IND-7580 - Wastewater

SWORN-No