

**CITY OF FAIRMONT
POSITION DESCRIPTION**

WATER OPERATIONS SUPERVISOR

DEPARTMENT: Public Works
FLSA CLASSIFICATION: Exempt
REPORTS TO: Water/Wastewater Superintendent
SUPERVISES: Water Operators, Mechanics

DEFINITION:

A non-union position under the general direction of the Water Superintendent plans, coordinates, directs, and monitors the operations of the Water Treatment Plant. The Water Operations Supervisor assumes responsibility for plant operations ensuring compliance with regulatory requirements, in-service training of personnel, customer service, setting quality standards for work to be performed, monitoring safety conditions, and inspecting and reviewing the work of assigned personnel.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Supervises the operation and maintenance of the water treatment plant.
- Sets priorities to deal with emergencies.
- Sets quality standards for work to be performed; sets priorities.
- Ensures compliance with all regulatory requirements.
- Supervises the Water Operators and Plant Mechanic; inspect and review the work of assigned personnel.
- Ensures compliance with required permits for water.
- Oversees laboratory tests for the water quality analysis and for daily operational control adjustments. Maintains proper records and quality control as required by the Minnesota Department of Health.
- Makes budget recommendations to the Water Superintendent.
- Coordinates work of the water treatment plant personnel daily.
- Ensures that routine maintenance is performed on equipment; coordinate equipment replacement and maintenance schedules; recommend purchase of new and replacement equipment.
- Sets goals for the timely completion of work; develop and prioritize work assignments to facilitate completion of work in a safe and efficient manner; prepares reports of work planned; prepares and monitor work orders; prepares weekly reports of work completed; sets and enforces quality standards for work to be performed.
- Develops contract work specifications and arranges for contract work; inspects contract work as assigned.
- Maintains an appropriate inventory of replacement materials and chemicals to ensure consistent plant operations.
- Ensures compliance with all state and federal regulations and ensures that reports required by these regulations are filed in an accurate and timely manner.
- Prepares reports on emergencies and problems.
- Ensures compliance of personnel with federal, state, and City safety laws; recognizes unsafe conditions and takes corrective action as needed.
- Sets schedule for 24 hour operations of water plant.
- Answers questions, investigates complaints, and resolves problems in an appropriate and timely manner and in accordance with policy.

- Effectively and respectfully communicates and interacts with other employees, supervisors, individuals from other organizations, and citizen customers, including the ability to make public presentations.
- Performs other related functions as assigned or apparent to achieve the goals and objectives of the Water Utility.
- Orients assigned personnel to all organizational policies and procedures, clearly communicating essential accountabilities and expected performance outcomes so individuals may proceed with certainty in their respective positions.
- Administers all organization policies in a legal manner, fully documenting all incidents and actions taken as a member of the supervisory/ management team and an agent of the organization.

EQUIPMENT USED:

- Two-way radio
- Computer system
- Lab Equipment
- GIS
- Asset Management Software
- SCADA System

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of surface water and ground water treatment and lime softening systems.
- Knowledge of computer systems sufficient to operate water plants.
- Knowledge of equipment and installation methods, as well as, installing and repairing water lines.
- Knowledge of water metering.
- Knowledge of inventory control and supplies.
- Ability to prepare clear and comprehensive reports.
- Ability to plan and supervise the work of technical employees engaged in departmental activities.
- Ability to coordinate safety conditions on the job and work during emergency conditions.
- Ability to maintain good public relations skills and ability to work with customers and other departments.

MINIMUM QUALIFICATIONS:

- A two-year degree in Water Treatment and Operations, Chemistry, Biological Sciences, or an equivalent. A combination of education and experience may be substituted for the two-degree year requirement.
- Two (2) years of experience in the operation of a Class C or higher facility or a similar sized industrial facility.
- Possession of a State of Minnesota Class A Water Supply System Operator Certificate or ability to obtain within four(4) years of the date of employment with the city.

PREFERRED QUALIFICATIONS:

- A four-year degree in Water Treatment and Operations, Chemistry, Biological Sciences, or an equivalent.

CONDITIONS OF EMPLOYMENT:

- Must possess a valid Minnesota Driver’s License or the ability to obtain within thirty (30) days of employment.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work hours for this position are Monday through Friday, 7:00am to 4:00pm. Other hours and call duty may be required as assigned.

WORK ENVIRONMENT/ PHYSICAL DEMANDS:

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.

While performing the essential functions, this position may be exposed to all weather conditions, including extremes. There may also be occasional exposure to fumes, energized equipment, potential hazards, illnesses, and irritants such as dust, dirt, and fumes. Activities that **occur continuously, more than 7 hours**, are: problem solving, analytical ability, organization skills, interpersonal skills, working with interruptions and concentration. Activities that **occur frequently, 4 to 7 hours**, are verbal communication, written communication, creativity, and time management. This position infrequently lifts or moves up to 50 pounds. The noise level may vary from quiet to extremely loud.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Fairmont.

Employee Signature

Printed Name

Date