

**Title:** Water Plant Supervisor

**PG:** 49

**Status:** Civil Service

**Position Reports to:** Chief Operator, Manager of Water Production

**Department:** Water Utilities

**Class Code:** 7089

**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is skilled, technical and supervisory work in the operation and maintenance of a municipal potable water treatment plant. This position involves three areas of supervision in the water production division: Operations, Maintenance and Instrument/Control. An employee in this position has direct responsibility for plant operation and personnel during their assigned shift or proper operation of all mechanical equipment and machinery or proper operation of all instrumentation/control and computer equipment in the treatment plant and associated systems. Accurate examinations and highly technical decisions must be made involving treatment processes, water quality, equipment utilization and repair, personnel safety and public health. May be designated as Chief Plant Operator for designated periods. Operations require 24 hour coverage and may involve nights, weekends and holidays. Work is performed under general administrative supervision and reviewed by periodical inspection and plant performance.

### **ESSENTIAL FUNCTIONS:**

1. Accurately assesses instrumentation/control equipment status including calibration and adjustment. Accurately assesses equipment operational status and performs and coordinates all repair.
2. Recommends alterations in equipment, operating processes and schedules.
3. Develops and facilitates operator, mechanical and instrument/control training programs.
4. Maintains plant records, compiles and submits reports, initiates requisitions and performs other administrative duties.
5. Assist in overall plant management duties for designated periods.

### **ADDITIONAL RESPONSIBILITIES:**

1. Responsible that all requirements of Chapter 62-550, 62-551, 62-552, 62-555, 62-560, F.A.C. are adhered to.
2. Responsible to maintain state certification accordance with Chapter 468, Florida Statutes, Sections: 540-552 and Chapter 61E12-41 F.A.C.
3. "Will be trained, assigned and shall be an active participant in the Department's Chlorine Emergency Response Team."
4. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of the operating principles, practices and maintenance requirements of a potable water treatment plant and the mechanical, electrical, chemical, instrumentation/control and computer equipment therein.
2. Thorough knowledge of safety regulations, occupational hazards, precautions and promotion of safety among subordinates.
3. Thorough knowledge of computer process control and SCADA in water plant operations.
4. Considerable knowledge of tools, instruments and equipment used in a variety of mechanical, electrical and electronic trades.
5. Ability to schedule, coordinate and direct the activities of subordinate employees in accomplishing assigned tasks while maintaining a good unit working relationship.
6. Ability to schedule, coordinate, supervise and perform equipment repairs which may include mechanical, hydraulic, electrical, electronic and computer components in an expeditious, non-disruptive manner, fully cooperating with all plant disciplines.

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7. Ability to read, interpret and utilize schematic diagrams, prints and plans including structural, mechanical, electrical, electronic diagrams.
8. Ability to assess equipment problems, direct normal repairs and coordinate major repairs.
9. Ability to compose and write reports and documents of a highly technical and specific nature.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires medium work that involves, climbing stairs, walking or standing some of the time, exerting up to 50 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to some significant environmental hazards, mechanical, electrical, chemical, heights and heat, bright/dim light, inside and outside environmental conditions, noise levels.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High school diploma or its equivalent.
2. For operations: 8,320 hours experience (including regular and overtime hours) in the actual operation of a water treatment plant of comparable complexity.
3. For maintenance: 8,320 hours experience (including regular and overtime hours) as a journeymen level mechanic, preferably in water plant environment.
4. For instrumentation/control: 8,320 hours experience (including regular and overtime hours) as a journeymen level instrument/control technician, preferably in water plant environment.
5. For Operations: Must possess and maintain a valid state of Florida Class "B" Water Treatment Plant Operator Certification.
6. For Operations: State of Florida Class "A" Water Treatment Plant Operator Certification required for the top two (2) merit steps. (Steps 17 and 18)
7. An equivalent combination of education and experience that is determined to be directly related to the forgoing specific requirements may be substituted.
8. Completion of City University Level one (1) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. Recommended but not necessary, for mechanical and instrument/control employees in this classification to possess state of Florida Class "C" Water Treatment Plant Operator Certification.
4. Required to pass and maintain qualification for:
  - a. Respiratory Protection Physical
  - b. Pulmonary Function
  - c. Qualitative and Quantitative Fit Test(s), which requires "no facial hair which interferes."
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director