

**COASTSIDE COUNTY WATER DISTRICT  
CLASS SPECIFICATION  
WATER TREATMENT PLANT SUPERVISOR**

**DEFINITION:**

Under direction, to supervise and participate in the operation, adjustment, repair and maintenance of a water treatment plant and related equipment; to plan, organize, schedule and assign work at the plant; and to perform related work as required.

**CLASS CHARACTERISTICS:**

The class of Water Treatment Plant Supervisor is a first level supervisory class responsible for the supervision of staff involved in the operation and maintenance of a water treatment plant.

**LICENSE REQUIRED:**

Possession of a valid and appropriate California Driver's License. Possession of a valid and appropriate Water Treatment Plant operator certification. Grade III Minimum ability to Grade IV within 18 months.

**EXAMPLES OF DUTIES:**

Supervises and participates in the operation and maintenance of a municipal water purification plant involving complete treatment processes to insure compliance with all federal, state and local health codes; prepares operation and maintenance work schedules and assigns personnel; reviews work of subordinates during progress and upon completion; instructs and trains subordinates; determines daily water requirements of distribution system and amounts required for treatment to meet needs of consumers and reservoirs; interprets meter and gauge data and regulates treatment processes; plans, supervises and assists in the repair and replacement of plant equipment; performs emergency trouble work; maintains time records; determines quantity and type of supplies and equipment required in maintenance work; coordinates safety in-service training of subordinates and ensures compliance with safety procedures in the plant; tracks, orders and maintains records of water treatment operations and maintenance; and requisitions plant materials and supplies; makes regular and special reports; assists in the preparation of the bi-annual budget; and supervises expenditures from approved budget; assists in the preparation of specifications for construction, modifications and repairs of water well, treatment facility and related equipment; establishes regular servicing and preventative maintenance schedules; supervises the operation and maintenance of water wells, reservoirs and related equipment; revises and updates Operations/Maintenance Manual; operates District vehicles and performs related work as required.

Water Treatment Plant Supervisor

Effective: February 13, 2007

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## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Principles and practices of water treatment, water purification analysis, water softening and coagulation;
- Chemical tests applicable to water treatment;
- Water treatment plant equipment;
- Knowledge of fundamental principles of instrumentation; and computer monitoring and data acquisition;
- Record keeping;
- General principles of supervision and training;
- Appropriate safety precautions and procedures;
- Proper methods, materials, tools and equipment used in water plant repair, maintenance and operation;
- Personal Computer fundamentals;
- Math applicable to plant maintenance and operations.

### **Ability to:**

- Use the plant Operations and Maintenance Manual for instruction and training of operation and maintenance personnel;
- Use a personal computer;
- Maintain water plant equipment;
- Schedule and supervise the work of others;
- Keep records and make reports;
- Skillfully use and care for tools used in the trade and demonstrate and direct their use by employees;
- Monitor and control plant processors;
- Repair pumps, motors and reservoirs;
- Apply general principles of repair of water wells;
- Apply general principles of water hydraulics;
- Read and interpret blueprints, electrical and electronic circuit diagrams and instruct employees in their interpretation;
- Establish and maintain safe working practices and habits;
- Read, write and perform mathematical calculations at the level required for successful job performance;
- Evaluate, diagnose, and direct plant maintenance, repairs, overhauls and modifications;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is courses in water treatment and water works practice and five years of increasingly responsible experience in water treatment plant operation, including three years of supervisory experience.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

**Strength:** Medium Work - Lifting, carrying and /or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.

**SPECIAL REQUIREMENTS:**

Employees in this classification may be required to utilize respirators in the course of their job duties or under emergency circumstances, and thus must be in compliance with General Industry Safety Order 5144. Employees shall not wear beard, mustaches, sideburns, facial hair or other conditions in such a manner that may prevent or interfere with establishing and maintaining a proper seal of the respirator face mask. This requirement is implemented in order to insure the safety and health of the employee.