

**WATER TREATMENT PLANT SUPERINTENDENT****SUMMARY:**

Under limited direction, supervises, coordinates and controls the operation and maintenance of the City's Water Treatment Facility; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are **not** in any hierarchical order)*

1. Interviews, trains, motivate, assigns and evaluates work, and disciplines employees according to established City procedures. Conducts performance appraisals.
2. Plans, directs, controls and supervises general operation and maintenance of the water treatment plant.
3. Supervise employee safety program through inspection and corrective action.
4. Ensures safe, effective operation of plant facilities.
5. Conducts frequent and periodic inspections of plant to detect malfunctions, initiates corrective action.
6. Establishes work and maintenance schedules, ensures that building, grounds and equipment are maintained in proper condition.
7. Monitors and controls accounting and expenditures for the Water Treatment Plant to ensure compliance with established and projected budget.
8. Reviews records, reports, and related documentation.
9. Coordinates and supervises the operations for facilities and structures under charge to ensure compliance with regulatory permitting standards.
10. Formulates, recommends, and implements process control strategies.
11. Maintains levels of supplies required for operation of the water treatment plant.
12. Controls chemical and mechanical supplies; ensures safe use of all treatment related supplies.
13. Negotiates, awards, oversees and inspects contract work.
14. May perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of federal, state, and local rules, regulations, policies and procedures regarding the operation and administration of water systems.
- Knowledge of all operational and mechanical processes of the plant.
- Knowledge of health and safety requirements in water treatment, plants, and equipment operation.
- Knowledge of record maintenance principles and practices.
- Knowledge of various types of airborne and/or waterborne infectious diseases.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of supervisory methods and techniques.
- Knowledge of budget preparation, monitoring and administration.
- Skill in operating water systems machinery.
- Skill in supervising, evaluating, training and motivating employees.
- Skill in scheduling and prioritizing manpower and projects.
- Skill in researching and gathering information related to vendors, contractors, equipment and supplies.
- Skill in negotiating and administering contracts.
- Skill in resolving day-to-day questions and/or problems regarding equipment, materials, methods, and procedures needed to complete projects.
- Skill in analyzing information of considerable difficulty and drawing valid conclusions.
- Ability to establish and maintain effective working relationships with City staff and the public.
- Ability to communicate effectively, orally and in writing.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves supervising or performing work in all types of weather. Work involves long hours with exposure to loud noises, chemicals, toxic fumes, air and waterborne pathogens, and mechanical equipment during the inspection of facilities and equipment. There is a frequent need to stand, stoop, walk, sit, climb in high areas and on catwalks, lift (up to 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

**MINIMUM QUALIFICATIONS:** Associate's degree from an accredited vocational/technical school with studies in a related field and five (5) years experience in water plant operations including two (2) years lead or supervisory experience, or any equivalent combination of training and experience. State of Florida Department of Environmental Protection Water Treatment Certification, Class A, required. A valid Florida driver's license and CDL are required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.