

JOB DESCRIPTION

Position Title: Water Treatment Plant Supervisor/ Operator

Department: Water

Supervised by: City Administrator

General Description of Work

Responsible for the operation and maintenance of the water treatment and distribution systems owned and operated by the City of Romney. Ensures that the system is operating sufficiently to supply the flow of potable water needed on a daily basis. Organizes and directs activities of department personnel. Completes necessary test and reports. Inspects treatment facilities and distribution system on a regular basis and recommends improvements and additions as needed. Works with the City Administrator in the development of plans and procedures to insure a safe and efficient operation. Is responsible for complying with all federal, state and local regulations. Possible exposure to fumes, odors, dust, toxic conditions and risk of injury. Work is reviewed directly by the City Administrator.

Duties

Supervises all water activities and capitol improvements as directed by the City Administrator. Oversees a small staff of skilled and semi-skilled workers. Prepares work schedules and assigns job duties to department personnel. Prepares and maintains records of plant operations and maintenance; schedules vacations; purchases chemicals, parts, tools, and materials necessary for plant operations and maintenance functions. Works in the operation of the plant. Trains and assists other personnel in the operation of the treatment plant and distribution system. Does any additional work that may be required or requested by supervisor.

Skills, Knowledge, and Abilities

Possesses knowledge of processes and equipment involved in the treatment and distribution of water. Has the ability to operate a SCADA (Supervisory Control And Data Acquisition) system. Has the ability to prepare clear concise reports, and is able to evaluate system operations and maintenance functions. Possesses the ability to work and communicate with other city employees and the public. Has the ability to read and understand technical instructional manuals, diagrams and maps. Possesses some mechanical and electrical skills; and is in good health and physical condition.

Education

High School Diploma or G.E.D. equivalent. Possesses at least a West Virginia Class 2 Water Operator certification, and be Fluoride certified by the State of West Virginia. And a minimum of five years experience in the water field, or any equivalent combination of experience and training, which provides required knowledge, skills and abilities.

Other Requirements

Possess a valid Drivers License. Ability to work in inclement conditions, and be available to be On-Call as needed. Willing to comply with the City of Romney Employee Handbook. Must be able to pass a pre-hire drug screen, and background check.

Supervisor: _____ Date: _____

Employee: _____ Date: _____