

JOB DESCRIPTION

JOB TITLE: WATER FILTRATION PLANT SUPERINTENDENT

JOB SUMMARY:

This is supervisory, technical, and administrative work directing the operation and maintenance of water filtration plants. The work is performed under the general direction of the Township Superintendent. Considerable independence is exercised in the management of water treatment and maintenance activities. Supervision is exercised over personnel engaged in water treatment and plant maintenance activities. The Water Plant Superintendent is required to give guidance and training to all water treatment plant operators under his supervision.

ESSENTIAL FUNCTIONS:

Organizes and directs activities of personnel in the operation and maintenance of water filtration plants including scheduling shift crews and work requirements.

Develops plans and procedures to ensure efficient plant operations to comply with established water purity standards.

Develops plans and procedures to respond to mechanical malfunctions, water quality, and the like. Analyzes and evaluates operational data; initiates and directs operational changes and practices.

Maintains operating records, compiles data, and prepares reports to regulatory agencies on a monthly basis.

Inspects plant regularly for conformance to prescribed operational modes and safe working conditions.

Decides remedial action in emergency situations.

Prepares budget recommendations for plant needs including capital expenditures; prepares bids and requisitions for plant equipment, materials, and supplies.

Determines special maintenance work and plant alterations; reviews and routes work orders for routine and breakdown maintenance requests.

Participates in employee safety program and conducts on-the-job training.

Evaluates work of subordinates, issues commendations and disciplinary actions where warranted, and responds to employee complaints and grievances; confers with supervisor on difficult or particularly sensitive employee related problems.

Assists with interviews for job candidates and recommends candidate for employment in the Water Filtration Plants.

Operates the plant as needed to ensure necessary water production shifts are staffed.

Maintains employee payroll entries.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Must have obtained an F-2 operator certification

On call 24 hours per day.

Must be able to pass physical examination and drug/alcohol screening test.

Must be able to pass a background check.

Possess a Commercial Driver's License.

Must have thorough knowledge of processes and equipment involved in fresh water pumping and treatment, including basic chemical, bacteriological, and biological processes.

Must have a thorough knowledge of maintenance needs of water plant equipment and machinery, techniques used in the laboratory analyses of drinking water, and state and federal water quality requirements and standards.

Must have the ability to keep records, prepare reports, understand complex oral and written instructions including engineering plans, interpret data, and act effectively upon data presented or assembled.

Possess the ability to communicate effectively both orally and in writing.

Possess the ability to plan, organize, and supervise employees engaged in a variety of operations functions, to establish and maintain effective working relationships with supervisors, subordinates, and the general public.

SALARY RANGE: \$65,000 - \$85,000 Annually

January 17, 2018

