

MARSHALL MUNICIPAL UTILITIES

ENVIRONMENTAL SERVICES DEPARTMENT – WATER TREATMENT PLANT

JOB DESCRIPTION

Revised 8/17

TITLE: Water Treatment Plant Superintendent

PAY RANGE: Salaried Exempt

JOB LOCATION: Marshall Water Treatment Plant, 65 Highway at State Route N, Malta Bend.

NORMAL WORK SCHEDULE: 7:30 a.m. to 4:00 p.m., Monday-Friday. Includes after-hours and weekend duty as may be scheduled during emergencies, storms, outages, or periods of equipment failure, for meetings, and as necessary to accomplish priority work. If so needed, will fill in for operators.

BASIC DESCRIPTION OF WORK: Supervises the operation and maintenance of the Water Treatment Plant, assuring a safe, potable water supply to the community at all times.

This job requires the following education and/or experience (at the time of hire):

High school graduate or equivalent

Six years experience in water treatment plant operations with a minimum of two years experience in a lime softening water treatment plant

Two years experience in a supervisory capacity

Two years experience in water testing and analysis

This job requires the following,

- (1) at the time of hire:
 - a. Valid Missouri Class F Driver's License
 - b. Valid Missouri class A drinking water treatment operator certificate of competency
 - c. Telephone (landline at residence or cellular)
- (2) obtained on the job:
 - a. Residency within or in close proximity to Marshall
 - b. Valid Missouri Class B Commercial Driver's License encouraged (within 6 months)

PRIMARY DUTIES OF JOB: Oversees the work functions, morale, planning, training, scheduling and progress of all employees of the Water Treatment Plant. Keeps abreast of current policies, laws, and regulations concerning the treatment of potable water and institutes necessary actions to keep operations in compliance. Analyzes recorded qualitative and quantitative information collected by operators. Assigns specific duties to personnel. Troubleshoots equipment failures. Provides instruction on procedures used in plant operation. Maintains necessary quantities of chemicals necessary to produce safe, potable water. Prepares applications for environmental licenses and permits for utility projects and facilities. Provides customer and industrial consultation, prepares long-range plans including budgets; writes certain business correspondence; plans projects, estimates job costs, specifies materials and coordinates use of supplies, manpower and equipment as needed to complete projects. Plans, purchases and coordinates supplies and equipment needs with warehouse personnel. Evaluates employee performance and takes disciplinary action as necessary. Enforces safety rules.

SECONDARY DUTIES OF JOB: Files government reports and maintains water treatment plant records. Represents the Utilities at meetings regarding water treatment matters. May be assigned to work in conjunction with other departments. May be assigned to act as MMU's liaison with outside consultants and contractors working on water treatment plant projects. Assists technical personnel as required. Assists plant operators as necessary to maintain plant operation. May assume other duties as assigned.

To do this job you must be able to:

- Function with rapport regarding suppliers, engineers, contractors, the general public, and MMU employees and management
- Operate a vehicle with frequent in and out
- Apply basic math skills such as averages, greater than, less than
- Understand metric conversion
- Accurately measure and transfer liquids from container to container
- Wear personal protective equipment including hard hat, eye protection, ear protection, respirator, and self-contained breathing apparatus
- Instruct employees in the safe and proper use and care of equipment and tools
- Project a positive image of MMU at meetings
- Use, understand, and manipulate computer files
- Open and close large valves
- Read and understand maps and blueprints
- Inspect accuracy of installation of various metering devices and other electrical equipment and troubleshoot same
- Visually and accurately read and transfer data from graphs, maps, meters/counters, instruments, charts, and screens
- Turn switches on/off
- Push buttons
- Communicate effectively, in English, verbally in person by telephone/radio, and through written material including correspondence, policy statements, and agreements
- Work safely alone and with others in a compatible manner

PHYSICAL DEMANDS:

- 2) Lift moderate to heavy weights (30-100 lbs.)
- 3) Squat, kneel, bend, and reach overhead
- 4) Walk long distances over uneven ground
- 5) Walk, climb, and descend ladders and stairs
- 6) Climb in and out of deep ditches, pits, vaults, etc.
- 7) Work in confined spaces and heights
- 8) Wear respirator or self-contained breathing apparatus
- 9) Travel by automobile and public transportation to meetings at various locations

ENVIRONMENTAL CONDITIONS: Must be able to work in and withstand adverse weather and unfavorable conditions (hot, cold, muddy, wet, dusty, and greasy).

SUPERVISION RECEIVED: Works under the general supervision of the General Manager or other as assigned.

SUPERVISION GIVEN: Supervises and oversees training of all Water Treatment Plant personnel. Oversees work done by outside contractors.