



CLASSIFICATION TITLE: Water Operations Supervisor	JOB NUMBER: 7139	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Water Manager	PAY GRADE: 22	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs difficult skilled technical work assuring proper production, quality, storage and maintenance of the city's domestic water supply, and related work as apparent or assigned. Work is performed under the general direction of the Water Manager ("supervisor"). Continuous supervision is exercised over assigned personnel.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Coordinates division operations with other City personnel, businesses and the general public; communicates with the public, contractors and government agencies to receive suggestions, resolves complaints and provides information and explanations; follows up on issues raised by the public, contractors and government agencies as necessary.
- Reviews performance data on water production facilities; directs repairs on equipment malfunctions.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends merit increases, transfers, reassignment, termination and disciplinary actions; plans, coordinates and arranges for appropriate training for subordinates.
- Analyzes material inventories and determines needed supplies; requisitions materials as needed; assures proper and accurate inventory levels; prepares and

maintain records and daily logs of water service activities and purchases; prepares and submits regulatory reports as required.

- Assists in the preparations of the division budget; controls and monitors expenses within budget; ensures fiscal responsibility and cost consciousness; ensures compliance with applicable codes, specifications, work orders, time schedules, regulations and standards.
- Supervises the installation, inspection and maintenance of water control valves including PRV's, chemical feed and disinfection delivery. Booster stations including all pumping and peripherals.
- Plans, schedules and directs the activities of the Plant Electrician, including VFD's, HMI's, OSG's, UV, SCADA and all electrical applications related to the Plant, booster station, and communications.
- Ensures compliance with applicable codes, specifications, work orders, time schedules, regulations and standards.
- Supervises the water quality to ensure testing is in compliance with state and federal laws. That the Cross Connect program meets compliance with State and Federal laws and regulations.
- Schedules and monitors repair of division vehicles
- Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively and jointly to provide quality customer service.
- Coordinates and plans with Engineers and Contractors on City Water Projects, reviews construction plans and provide comments and feedback to Engineering, participates in pre-construction meetings and provides professional feedback to Engineers.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Applicable health and safety policy, procedures and practices.
- Methods, tools and procedures used in the construction, maintenance of a potable water systems.
- Methods of potable water treatment including technologies, chemicals, and process controls.
- Knowledge of various metering devices to specific flow conditions.
- Knowledge of pumps, hydraulics, telemetry, motor control valves, and electrical and gas operating motors.
- Knowledge of chlorination practices and equipment.

- Knowledge of water chemistry and microbiology.

Skills and abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Read, interpret, and follow sketches, blueprints, written and oral instructions.
- Read, interpret, and follow water treatment and sampling standard operating procedures or manuals.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work as part of a team and/or independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.
- Analyze lab results and operating data.
- Knowledge of water treatment testing processes and procedures.
- Maintain records and prepare reports.
- Supervise and lead assigned staff which requires training, mentoring, coaching, counseling, and disciplinary actions.
- Assist with the development of department and program objectives and goals and lead efforts to meet them.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately, make decision and adopt an effective course of action.

SPECIAL REQUIREMENTS

- Obtain Water Treatment Plant Operator III and IV certification within one (1) year of hire.
- Valid driver's license.

EDUCATION AND EXPERIENCE

High school diploma or GED and three (3) years of experience in a water filtration plant, including one (1) year in a supervisory role.

COMPETENCIES

Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT


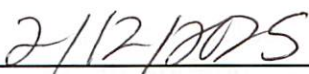
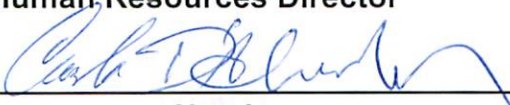


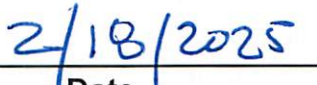
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires the regular and punctual attendance at the office or other assigned location; work requires the occasional exertion of up to 25 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date