

HARDIN COUNTY WATER DISTRICT NO. 1

Job Description

TITLE OF POSITION: Water Treatment Plant Supervisor

DEPARTMENT: Water Treatment Plant

TITLE OF IMMEDIATE SUPERVISOR: County Systems Manager

DATE REVISED: September 2017

PAY RANGE: \$47,942 to \$81,501 (Grade S1, Exempt)

SCOPE OF RESPONSIBILITIES: This individual will plan, direct, coordinate and evaluate all activities and operation of the Pirtle Spring Water Treatment Plant (PSWTP). Other responsibilities include planning, organizing, scheduling, directing, supervising employees and controlling the activities in compliance with Federal and State regulations, laws and the District's policies. This individual will be on call 24 hours a day and will be assigned a District vehicle (if living within a 30 minute drive of the PSWTP). This is a salaried position and requires working any hours as needed to keep up with responsibilities and meet deadlines. Shall supervise and ensure proper operation and maintenance of the PSWTP and all related equipment. Ensures water quality monitoring, reporting and record keeping are kept current and meet or exceed state and federal regulations and laws. Operate the plant alone in absence of other PSWTP operators. Assist with the preparation of the plant Operating and Capital budgets. Plan, assign and oversee work in the areas of shift assignments, scheduling, operation and maintenance and upgrade projects to plant equipment and facilities. Provide construction management for capital projects at the plant. Provide input into the design of new facilities and/or changes to existing facilities. Must have knowledge and abilities to develop programs or procedures to fully optimize the plant to produce the highest quality water, exceeding minimum standards. This job description does not necessarily include all duties required.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS: Extensive knowledge of potable water treatment and associated equipment, materials and treatment practices and federal and state regulations and laws pertaining to water treatment. Extensive knowledge of functions, servicing and maintenance requirements of mechanical and electrical equipment and machinery, to include, but not limited to pumps, motors and chemical feed equipment. Knowledge of state and federal safety regulations and laws. Must be able to demonstrate strong verbal and written communication skills, supervisory abilities and interpersonal skills.

MINIMUM EDUCATION/QUALIFICATIONS: High school diploma with at least a two year college degree in science or related field. Four year or advanced degree will be preferred. Must possess Kentucky Class IV-A Water Treatment Plant Operator's License. Three years working full time at a water treatment facility with some supervisory experience directing work of others, reviewing completed work and evaluating performance preferred. Possess a valid Kentucky Driver's License. This position is subject to the District's Drug & Alcohol Policy and will require random testing.

EQUIPMENT ABILITIES: Working knowledge of pumps, motors, chemical feeders; chlorination equipment; filtration equipment; lab equipment, personal computers, word processing and spreadsheet software, lab information management software, preventive maintenance software, safety equipment, hand tools and calculator.

PHYSICAL DEMAND: Must be physically able to bend and lift heavy objects up to 50 lbs, climb ladders and steep stairs and catwalks. Must be able to monitor audible and visual alarms and communication devices. Frequent standing, sitting, walking. Requires operation of District motor vehicle. Indoor and outdoor work. Exposure to hot and cold weather conditions. Handling water treatment chemicals including but not limited to the following: Chlorine, Ammonia, Fluoride, Powder Activated Carbon and Coagulants. Some travel required operating a motor vehicle or traveling by commercial airline.