

**HARDIN COUNTY WATER DISTRICT No. 1**  
**Job Description**

**TITLE OF POSITION:** Water Treatment Plant Supervisor (Exempt, Salaried - Pay Grade E-11)  
**DEPARTMENT:** Operations / Muldraugh WTP  
**REPORTS TO:** County Systems Manager  
**SUPERVISES:** Water Treatment Plant Operators  
**REVISED:** April 2020

---

**BASIC POSITION DESCRIPTION:**

---

Plan, direct, coordinate and evaluate all activities and operation of the Muldraugh Water Treatment Plant (MWTP). Plan, organize, schedule, direct, supervise employees and control the activities in compliance with Federal and State regulations, laws and the District's policies.

---

**ESSENTIAL POSITION FUNCTIONS:**

---

Supervise and ensure proper operation and maintenance of the MWTP and all related equipment. Ensure water quality monitoring, reporting and record keeping are kept current and in compliance with state and federal regulations and laws. Operate the plant alone in absence of other WTP 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. Requires knowledge and abilities to develop programs or procedures to fully optimize the plant to produce the highest quality water, exceeding minimum standards.

This position requires access to the Fort Knox Army Post. Incumbent must be able to pass security background check as required by Fort Knox. If approval to access Fort Knox cannot be obtained for any reason, employment may be terminated.

Any and all other job duties as may be assigned.

---

**STANDARDS OF PERFORMANCE:**

---

Excellent verbal and written communication 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.

---

**MENTAL AND PHYSICAL REQUIREMENTS**

---

This individual is authorized to drive a District vehicle, if he/she lives within a 30 minute drive time from the primary place of work, and is responsible for the upkeep of this vehicle. Must lift buckets and materials, climb ladders, steep stairs and catwalks. Must monitor audible and visual alarms and communication devices. Frequent standing, sitting and walking is expected. Requires operation of automobile/pick-up truck. Indoor and outdoor work. Exposure to hot and cold weather conditions. Handling water treatment chemicals including but not limited to the following: Chlorine, Lime, Ferric Sulfate, Carbon Dioxide, Caustic, Ammonia, Fluoride, Powder Activated Carbon and Polymers. 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.

---

**WORKING ENVIRONMENT AND CONDITIONS**

---

This position involves working at a water treatment plant where chemical and mechanical hazards exist. Position also requires working outside assisting with groundskeeping, flushing hydrants and conducting sampling throughout the distribution system. May require working non-traditional hours including evenings and weekends. Some travel required by operating a motor vehicle or traveling by commercial airline to attend meetings and conferences. May be required to operate a motor vehicle on a daily basis. This individual will be on call 24 hours a day.

Continued

---

---

**EDUCATION, EXPERIENCE AND TRAINING**

---

High school diploma required. Bachelor's Degree in engineering, science, or equivalent from an accredited college or university is preferred. Must possess Kentucky Class IV-A or B Water Treatment Plant Operator's License. Minimum of three years working full time at a water treatment facility. One year in a supervisory capacity directing work of others, reviewing completed work and evaluating performance preferred. Must have a valid driver's license.

**Acknowledgement for Receipt of Job Description**

I have received a copy of the Job Description and have read and understand its contents.

---

Employee Name (Please Print) Date

---

Employee Signature Date

---

Supervisor's Signature Date