

HARDIN COUNTY WATER DISTRICT No. 1
Job Description

TITLE OF POSITION: Water Treatment Plant Supervisor (Exempt, Salaried - Pay Grade E-11)
DEPARTMENT: Pirtle Spring Water Treatment Plant
REPORTS TO: Water Operations Manager
SUPERVISES: Water Treatment Plant Operators & Water Quality Measurement Specialist
REVISED: March 2024

BASIC POSITION DESCRIPTION:

Plan, direct, coordinate and evaluate all activities and operation of the Pirtle Spring Water Treatment Plant (PSWTP). 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 PSWTP and all related equipment. Ensure water quality monitoring, reporting and record keeping are kept current and are in compliance or exceed state and federal regulations and laws. Must be able to 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 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. Have an in-depth knowledge of all HCWD1 Policies and ability to effectively implement those policies. Develop and maintain a culture of "Safety First" among all team members. Must be able to mentor, coach and foster development of staff. Incumbent must conduct themselves as a professional; being kind, courteous and helpful to all coworkers and District employees in all circumstances. 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. Attention to detail for the proper submittal of all regulatory documents. 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. Ability to work with and review work of contractors on various projects. Ability to perform various administrative tasks, such as employee evaluations, email communications, prepare budgets and proposals. Must be able to read and interpret maps and construction drawings. Knowledgeable about the occupational hazards and proper safety practices to be followed in the water utility industry. Knowledge of state and federal safety regulations and laws.

MENTAL AND PHYSICAL REQUIREMENTS

This individual is authorized to drive a District vehicle and is responsible for the up keep and safe usage of this vehicle. This individual will be on call 24 hours a day and must be available at all times (excluding approved PTO). Must lift buckets and materials, climb ladders, steep stairs and catwalks. Must monitor audible and visual alarms and communication devices. Frequent standing, sitting, walking. Indoor and outdoor work. Exposure to hot and cold weather conditions. Handling water treatment chemicals including but not limited to the following: Chlorine, 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.

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WORKING ENVIRONMENT AND CONDITIONS

This position involves working within a water treatment plant complete with chemical hazards and required safety precautions. Working non-traditional hours including evenings and weekends is to be expected. Some travel may be required to attend conferences and training events.

EDUCATION, EXPERIENCE AND TRAINING

High school diploma with at least a two year college degree in science or related field. Four year or advanced degree is preferred. Must possess Kentucky Class IV-A (or higher) Kentucky Water Treatment Plant Operator's License. Minimum of three (3) years working full time at a water treatment facility with one (1) year in a supervisory capacity directing work of others, reviewing completed work and evaluating performance. 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