



Job Description

Water Operations Supervisor

Pay Grade: G10

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum of six (6) years of experience in the operation and maintenance of a water treatment plant. Two (2) years serving in a supervisory role. An additional four (4) years of experience may be substituted for time served in a supervisory role.

Minimum Education Requirements: High School Diploma or G.E.D.

Department: Public Works & Utility Services

Direct Supervisor: Utility Operations Manager.

Supervisory Responsibility: Direct (3); Indirect (4)

Primary Work Location: Work is performed indoors and outdoors.

Certification: Valid State of Florida driver's license, State of Florida Class "B" Water Treatment Plant Operators Certification, and possession of a Back-flow Prevention Tester Certification. Florida Department of Transportation Advanced Temporary Traffic Control (TTC) Certification required (within 6 months of hire).

Job Summary: A responsible supervisory position managing and overseeing Water Treatment Operations, while ensuring delivery of safe drinking water to the citizens of the City.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Oversee the City's water metering system.
- Oversee compliance with all federal and state water regulations; prepare and submit various regulatory reports as required.
- Provide project management for water capital improvement projects from concept to completion.
- Evaluate the condition of the water distribution system, metering systems, and other utility facilities and equipment in order to initiate and/or recommend improvements.
- Evaluate related work processes and procedures and recommend enhancements.
- Develop and/or participate in the development of short and long-range maintenance plans.
- Meet with representatives of various suppliers for the purpose of evaluating products; recommend new materials, equipment, or product substitutions to take advantage of new technology.
- Coordinate utility maintenance activities with other departments and divisions.
- Participate in problem resolution and provide input and consultation as appropriate.
- Conduct interviews with prospective employees and provide hiring recommendations within his/her area of supervision.
- Train, supervise, and evaluate employees.
- Prepare employee work schedules and coordinate schedules between maintenance and operations personnel.
- Conduct routine inspections of the water treatment operations facility.
- Prepare operational procedures and other written and verbal reports.
- Maintain inventory of chemical usages and dosages.



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- Conduct comprehensive analyses of all treatment processes and interpret laboratory data as needed.
- Inspect and troubleshoot mechanical failures and schedule related work orders.
- Ensure safe operating conditions are maintained at all times.
- Coordinate safety programs and monitor compliance.
- Assist in monitoring permit compliance.
- Administer the Cross-Connection Program for the City.
- Assist in the preparation and administration of division budget.
- Perform administrative functions such as entering purchase requisitions and preparation of the division payroll.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Occupational hazards as they relate to health and safety of employees in the Water Operations Division.
- Remote telemetry systems as they apply to plant operations.
- State and federal regulations governing potable water.
- Principles and practices of running a water treatment plant including the physical, chemical, and hydraulic properties of a potable water system.
- Operation and maintenance of a water distribution system to include applicable processes, procedures, materials equipment, quality control, and technologies.
- Construction methods and techniques related to underground utility installation.
- Supervision, training, and motivation methods and techniques.
- Contract and project management.
- City's functions, policies, and procedures.

Skills

- Public relations and customer service.
- Written and oral communications for both administrative and technical purposes.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Interpret laboratory data as it relates to various chemical processes and implement changes in feed systems to optimize treatment.
- Organize and establish priorities.
- Conduct research and compile comprehensive reports.
- Apply sound judgment.
- Effectively schedule, supervise, develop, train, and evaluate employees.
- Develop sound record keeping procedures.



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- Understand complex directions and interpret moderately complex prints and sketches.
- Select, train, schedule, supervise, and evaluate subordinates.
- Prepare and administer divisional operating budgets.
- Work in all weather conditions and may be exposed to noise, dust, fumes, gases, chemicals, solvents, grease or oils, electrical energy, vibrations, poor lighting, moving objects, odors, and slippery or uneven surfaces.
- Strong sense of smell is required to perform duties.

Physical Demands

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.



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- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.



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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date