

**CITY OF PORT ARTHUR**

**JOB TITLE:** Treatment Plant Supervisor      **EXEMPT:**        X    
**REPORTS TO:** Water Utilities Superintendent      **NON-EXEMPT:** \_\_\_\_\_  
**DEPARTMENT:** Utility Operations      **DIVISION:** \_\_\_\_\_

**SALARY RANGE:** 43      \$34.48 - \$43.07

**DEFINITION**

To supervise, and implement the operations, maintenance, and staff of a water treatment plant; and to participate in the operation of the plant.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction for the Treatment Plant superintendent.  
Exercises direct supervision over technical, operational, and maintenance staff.

**EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES -**

Essential and other important duties and responsibilities may include, but are not limited to, the following:

**Essential duties and Responsibilities:**

- Assign, schedule, and supervise activities and perform Operator's duties and maintenance of the water treatment facility; implement treatment changes resulting from physical plant condition interpretation and from interpretation of lab data.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the operation of the plant and facilities; implement policies and. procedures.
- Maintain operational records; receive and compile lab and collection system data; interpret and record all data received.
- Analyze plant and laboratory reports; direct and implement the adjustment of processing methods to improv plant efficiency.

Assist in coordinating plant operational activities with laboratory and maintenance personnel to ensure the proper and efficient total functioning of plant equipment and water quality control systems.

Assist in planning and recommending the improvement of plant facilities through equipment acquisition; assist in development of specifications.

Comply with all current water requirements established by regional, State and Federal regulatory agencies.

Maintain records and prepare reports regarding the operation of a water plant and quality of products.

Make critical decisions to resolve emergency conditions resulting from water treatment system malfunction.

Perform related duties as assigned.

Maintain mental capacity which allows the capabilities to:

- exercise sound judgment and rational thinking under stressful circumstances
- evaluate various options and alternatives and choose an appropriate and reasonable course of action
- prepare complex policies and recommendations
- effectively supervise personnel
- operate effectively in an economically and culturally diverse environment

Maintain physical condition which will allow the capability to perform the following:

- running, walking, crawling, or standing for extended periods of time
- climbing stairs or ladders
- moving loads of approximately 25 - 50 pounds

Maintain effective audio-visual discrimination and perception for:

- making observations
- reading and writing
- operating necessary and assigned equipment
- communicating with others

## **QUALIFICATIONS**

### **Knowledge of:**

Theory and practice of modern water treatment and of machines, equipment and material used in such treatment.

Chemical and physical processes involved in methods of water treatment and solids disposal.

Municipal, State and Federal requirements, regulations, codes, and ordinances relating to water treatment.

Occupational hazards and safe operating procedures of water systems and facilities.

Principles and practices of personnel supervision, training, and evaluation.

Knowledge of:

### **Ability to:**

Schedule, and supervise the maintenance and repair of water treatment systems and facilities.

Prepare and maintain records and reports.

Coordinate operations with laboratory and maintenance activities:

Respond effectively to emergency situations as they arise.

Communicate effectively, both orally and in writing.

Supervise, train and evaluate personnel.

Establish and maintain cooperative working relationships with those contacted in the course of work.

City of Port Arthur  
Treatment Plant Operator

## **EXPERIENCE AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way would be:

### **Experience:**

Four years of responsible experience in water treatment plant operations and maintenance.

### **Training:**

Equivalent to completion of the twelfth grade. Additional specialized training (or college level course work) in engineering, water treatment, or a related field is highly desirable.

### **License or Certificate**

Possession of, or ability to obtain, an appropriate Texas driver's license.

At a minimum: the possession of a Grade B surface water treatment certificate with the ability to obtain a Grade A water certificate.