

## Middletown, CT Job Description

<b>Classification Title</b>	Superintendent of Water Treatment
<b>Job Code</b>	
<b>Department</b>	Water & Sewer
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

### **PURPOSE OF POSITION**

The purpose of this position is to manage, supervise and administer the operations and maintenance of the Water Department's treatment facilities, pump stations, reservoirs, and laboratory and to oversee and optimize water quality. ~~The work is performed under the direction of the Director or Deputy Director of Water & Sewer.~~

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- ~~Analyzes and directs preventive maintenance programs for water treatment plants, pump stations and water storage tanks. Develops projects and plans including capital improvement plans. Administers best management practices. Provides quality potable drinking water in accordance with state and federal regulations. Maintains adequate supply to meet demand for water consumption and fire prevention.~~
- Supervises assigned personnel. ~~Establishes written standard operating procedures and guidelines. including Class IV Water Treatment Operators and contractors; Provides instruction and training. Plans, schedules, coordinates, assigns and reviews work. allocates personnel, Maintains standards and evaluates performance.~~
- ~~Reviews daily readings, chart recordings and analytical laboratory results to make process control changes in redirecting water flow and chemical dosage rates. and ensures compliance with all applicable health and safety requirements. Implements and supervises compliance with laboratory hazards communication program; administers Safety Management plan, Health Analysis Plan, and treatment plant Right To Know and Personal Protection Equipment programs. Reviews and ensures compliance with other safety programs. Responds to emergency situations at treatment facilities.~~
- Inventories and orders treatment chemicals and laboratory supplies.

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- ~~Coordinates division operations and security with other City departments and other agencies; provides technical support for a variety of projects. Attends a variety of meetings. Attends training programs, conferences and seminars. May respond to inquiries and complaints from the public. Makes public presentations regarding water issues.~~Manages potable water pump stations. Maintains records of maintenance logs and pump station flow readings.
- ~~In the absence of the Manager of Regulatory & Technical Affairs, oversees the collection of water samples and administers water sampling/testing programs. Directs and performs laboratory analysis and field studies. Conducts site inspections.~~Manages contractors for maintenance and emergency repairs.
- ~~Prepares specifications for the purchase of equipment, supplies and material; orders and maintains stock of equipment, parts and supplies for mechanical components, instrumentation and controls; orders laboratory reagents and equipment.~~Supervises water quality program for the department. Analyzes samples for new water main certification, research, customer complaints or concerns. Enters data into collection system to prepare monthly state report.
- ~~Prepares and submits a variety of reports, documents and correspondence.~~Supervises operations of the Kleen Energy Radial Well Field and Backup Power Station for the supply of water in producing steam for electricity.
- ~~Administers collective bargaining agreements and the City's drug and alcohol policies.~~Submits annual operating budget for capital improvement items. Assists in semi-annual water treatment chemical bid list.
- ~~Performs other related functions as assigned or required.~~Locates new suppliers and contractors. Procures completed Vendor Application Forms and Insurance Certificates. Requests and reviews bids from suppliers and contractors.
- ~~Maintains availability to respond to Water Treatment related emergencies.~~
- ~~Plans, assigns, supervises and participates in the operation and maintenance of water treatment facilities, wells and pump stations.~~
- ~~Monitors, recommends and adjusts unit treatment processes for compliance with regulations or to improve water quality; responsible for implementing/maintaining accuracy of all primary measuring devices, equipment, systems, pumps and System Control and Data Acquisition (SCADA).~~

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- ~~• Performs jar tests to determine appropriate chemical dosage; makes mathematical calculations to establish appropriate level of treatment. Manages and adjusts all equipment utilized to treat drinking water and to control raw water supplies.~~
- Troubleshoots and repairs malfunctions of all mechanical, electrical, hydraulic, pneumatic and electronic equipment used to treat and pump drinking water. ~~;~~ investigates water quality complaints or operational problems and makes appropriate adjustments.
- ~~• Assists in evaluation and analysis of existing operations to determine effectiveness. Implements a preventive maintenance program for all facilities under assigned jurisdiction.~~
- ~~• Maintains records and data to evaluate operational or maintenance functions; responsible for maintaining records of water quality required by State or Federal regulations.~~
- ~~• Operates process control computer system and related hardware. Operates and maintains software required to monitor, control and maintain operations.~~
- ~~• Evaluates and interprets water quality or process control data; makes corrections or initiates new approved treatment methodologies.~~
- ~~• Trains personnel in proper operational, maintenance and safety procedures; assists in the establishment and maintenance of emergency plans and procedures.~~
- ~~• Maintains inventory of water quality, chemicals, tools, equipment, repair parts, fuels, electrical usage, etc. for all facilities under assigned jurisdiction. Prepares technical specifications for contract services, equipment or materials. Orders materials as needed.~~
- ~~• Helps to prepare annual operating budget and to formulate or revise standard operating procedures for all areas under assigned jurisdiction.~~
- Maintains availability to respond to emergency situations on a rotating on-call basis. ~~;~~ or as determined by the Director or designee.
- Perform other related duties as assigned.

### **MINIMUM JOB QUALIFICATIONS**

#### **Education and Experience**

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Bachelor degree in ~~Biology~~, Chemistry, ~~or Civil~~Electrical, ~~Chemical~~ or Environmental Engineering and at least ten years of progressive supervisory experience in operating Class IV Water Treatment Plant. one year of water treatment/management experience; ~~or High School diploma or equivalent with vocational/technical training in water treatment systems and distribution and five years of progressively responsible water treatment/management experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

### Other

- ~~Position requires a Connecticut Class IV Water Treatment Plant Operator License and 40 Hr. HazMat Technician Certificate. , or the ability to obtain within twenty four (24) months from the date of assignment to the position, and the ability to obtain a Haz Mat certification with hazardous duty.~~

### PREFERRED QUALIFICATIONS

Chemical or Electrical Engineering degree.

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as reports, analyses, tests, plans, programs, budgets, invoices, standards, regulations, requirements, policies, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Director and Deputy Director, all division personnel, other City departments, outside agencies, customers, vendors and the public.~~Must possess mechanical skills

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- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra, geometry and calculus. Must possess plumbing skills~~
- Knowledge of electronics to manage and repair components of treatment plants
- Knowledge of distribution system
- Knowledge of chemistry as it relates to water quality and treatment
- Knowledge of basic accounting principles
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records

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- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, plant, pump station and laboratory equipment, power generation equipment, telemetry equipment, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~

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~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

~~• Must possess physical ability to utilize respirators as required by OSHA regulations.~~

Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### WORKING CONDITIONS

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature and noise extremes, strong odors, smoke, electrical currents or machinery may cause discomfort and poses a limited risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/15/15
<b>Dates revised</b>	