



INTEROFFICE MEMORANDUM

PLEASE POST
ALL 2/3/20

TO: All Department/Division Heads
FROM: Human Resources
DATE: February 3, 2020
SUBJECT: **JOB OPPORTUNITY: Department of Utilities
Water Treatment Plant Division**

CLASS TITLE: WATER TREATMENT PLANT SUPERVISOR

SALARY GRADE 19

ENTRANCE RATES

MINIMUM: \$2,134.55 (bi-weekly)

MAXIMUM: \$2,876.16 (biweekly)

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. Work involves responsibility for planning, organizing, and directing the operation and maintenance of the City's water treatment plant. **Valid Ohio Drivers' License required. Must hold a valid Class III Operator Water Supply certificate as issued by the State of Ohio Environmental Protection Agency & retain certificate thereafter. Open to all.**

Submit applications to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601. **Open until filled.**

The City of Painesville is a drug & alcohol free employer.

BLANK APPLICATION FORMS MAY BE OBTAINED FROM THE SWITCHBOARD ATTENDANT AT CITY HALL OR VIA THE CITY'S WEBSITE www.painesville.com. A FULL JOB DESCRIPTION CAN BE VIEWED AT CITY HALL OR IS AVAILABLE ON THE CITY'S WEBSITE.

The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.

POSITION DESCRIPTION
CITY OF PAINESVILLE
An Equal Opportunity Employer

Position Title: Water Treatment Plant Supervisor	3226
Department:	Date: 1/22/20

Pay Class: 19	Exempt / Non-exempt: Exempt
	Exempt Category: Administrative

General Purpose for Job: This is responsible supervisory and administrative work in the operation of the municipal water treatment plant.

Work involves responsibility for planning, organizing, and directing the operation and maintenance of the City's water treatment plant. Supervision is exercised over plant operators, maintenance, and laboratory personnel assigned to the plant. Work is performed with considerable independence within the framework of policies and governing laws, ordinances, and regulations. Work is reviewed and evaluated by the Water Department Superintendent through conferences, analysis of operating records and reports and overall performance.

DUTIES *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Plans, assigns, schedules, and supervises the work of assigned operating, maintenance, and laboratory personnel; assists in the preparation of operating budget requests and controls expenditure of allocated funds.
- Inspects and reviews operating logs and records and determines what changes may be necessary in operating routines for various shifts; supervises the maintenance and compilation of required records and reports.
- Conducts inspections of equipment and facilities; takes appropriate action to ensure maximum operational efficiency of equipment; ensures that treatment standards are enforced.
- Requisitions materials and supplies for plant operations as required.
- Confers with engineers, operating personnel, and others regarding the efficiency of plant and equipment operations and processes.
- Supervises and directs the collection of samples for testing.
- Ensures compliance with the regulations of the Ohio Environmental Protection Agency.
- Attends bid openings, pre-construction meetings, and labor-management meetings.
- May perform the duties of the superintendent on a relief basis.
- Performs related work as required.

MINIMUM EDUCATION AND EXPERIENCE *(Required to qualify for position)*

Education: Graduation from high school supplemented by extensive courses in water treatment or related field.

Experience: Thorough experience in water treatment, including experience in a supervisory capacity.

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES *(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)*

Knowledge of:

- The principles, practices, and methods related to the treatment of water.
- The functions and servicing requirements of mechanical equipment and machinery common to water treatment facilities.
- Laboratory techniques and standard quality and process control tests.
- The hazards and safety precautions of the work.

Skill and Ability to:

- Plan, assign, and supervise the operation and maintenance of a water purification plant facility.
- Understand and follow oral and written instructions.
- Read blueprints and plans.
- Deal with the public tactfully and courteously.
- Maintain records and prepare reports.
- Establish and maintain effective working relationships with others.

License or Certification Required: Valid Ohio driver's license.

Valid Class III Operator Water Supply certificate as issued by the State of Ohio Environmental Protection Agency.

Physical Demands:

Scheduling Demands and Constraints: Possible nights or weekends in emergency situations.