



CITY OF WARREN ADMINISTRATION POSTING

NOTICE OF JOB POSTING

Job Title:	Operation Supervisor	Department:	Water Department
Location:	Filtration	Job Code:	
Wage Rate:	\$27.46 per hour (prevailing rate)	Date Posted:	Thursday, August 11, 2011
Reports to:	Water Plant Superintendent	Posting Expires:	Thursday, August 25, 2011

Job Description

GENERAL STATEMENT OF DUTIES: Performs responsible administrative and supervisory duties in the operation of water treatment plants under the direction of the Plant Superintendent; directs and controls the chemical and bacteriological laboratories and all workers and work performed within; assumes the duties and responsibilities of the Plant Superintendent in his/her absence; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class supervises and directs operation of water treatment plants and chemical and bacteriological laboratories; Emphasis of the work is on the supervision of routine laboratory analysis of water samples so the efficiency of plant operations is continuously known. While routine procedures at the laboratories are conducted by other Lab Personnel, the employee in this class gives technical advice and assistance and participates in laboratory procedures. The incumbent is responsible for the public health and safety through the safe treatment of water as well as for efficient operation at the most reasonable cost. The employee in this class is expected to place interest in public health resulting from plant operation, above all other considerations, and it is his/her responsibility to see that the water from the plants meet all standards set by the State of Ohio and the Environmental Protection Agency of the Federal Government. Supervision extends to all operating personnel assigned to the plants and laboratories. Work is performed under the direction of the Plant Superintendent and is evaluated through review of records, reports and through conferences.

EXAMPLES OF WORK:

Supervises and directs all plant operations and laboratory personnel;
 Enforces Federal, State, County, City and Plant rules, regulations, procedures and policies;
 Assures certification of the chemical and bacteriological laboratories;
 Supervises and interprets control tests;
 Advises Plant Shift Leaders and Utility Plant Operators regarding changes in chemical treatment of water;
 Assures that all required laboratory tests are performed to guarantee that treated water meets all mandatory specifications;
 Maintains all required records;
 Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Comprehensive knowledge of plant operation and the various processes and stages involved in the treatment of water; Comprehensive knowledge of the management of a fully certified drinking water laboratory and the Safe Drinking Water Act and EPA regulations; thorough knowledge of the hazards and applicable safety precautions involved in plant



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operations; good knowledge of State laws and Federal standards regulating water treatment and distribution; ability to plan, coordinate and supervise the work of other personnel either directly or through subordinate supervisors; ability to solve difficult technical problems requiring knowledge of hydraulics and electricity; ability to perform laboratory tests; ability to plan, supervise and participate in a training program; ability to establish and maintain effective working relationships with officials, employees and the public.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience in public health or chemical laboratory work, and graduation from a college of university of recognized standing with a degree in chemistry or related field of study. Possess a class III Operator Supply Certificate recognized by the O.E.P.A. and the ability to obtain a Wet Chemistry and Bacteriology Certificate within one (1) year of appointment. Some experience in operating a municipal water treatment plant, including some supervisory experience, or any equivalent combination of experience and training which provides the required knowledges, skills and abilities. Possession of a valid vehicle operator's license issued by the State of Ohio.

The above description reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Job bids will be accepted at the Human Resources Office at City Hall, 391 Mahoning Ave., N.W., until 4:30 p.m., Thursday, August 25, 2011.