



Resolution: 020926-F

Job Title: Water Production Supervisor

Department/Division: Water Division

Reports To: Operations Manager

Direct Reports: Grade 4 Operators

Salary Class/Salary Grade: Classified/Grade 21

Employment Status/FLSA: Full-time Regular/non-exempt

GENERAL DESCRIPTION:

This is a skilled position responsible for both the daily operation of the water system and ensuring that all work performed meets state and local specifications. Responsibilities include, but are not limited to, operation of the water treatment plants, wells, tanks, booster pump stations, generators, metered wholesale interconnections, monitoring remote sites via the SCADA system, and assisting the operations manager with all ADEM and EPA regulatory reporting and compliance.

Work is performed with considerable independence under the general direction of the Operations Manager. Further, responsibilities will require meetings with management, contractors, vendors, engineers, and regulatory staff (ADEM / EPA). Employees must be available to be on call nights, holidays and weekends and work various shifts when needed to fill in for operators.

ESSENTIAL JOB DUTIES:

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

- Supervises employees in the maintenance and operation of a water distribution system
- Collects, prioritizes, and assigns work orders to Crew Leaders and Field Service Technicians for the performance of daily operations
- Prepares performance evaluations for the work crews with assistance from the Operations and Technology Manager
- Inspects damaged water mains, oversees that underground utilities are located before digging, and prepares proper documentation for both

- Supervises and participates in installation and repairs of water mains, service lines, meters, hydrants, valves, fittings, pumps, and yard and pavement restoration
- Supervises and participates in the tapping of water mains, boring of driveways and roads, and locates valves, mains, and records on map
- Monitors inventory levels and assists Operations and Technology Manager with requisitioning supplies and materials required for the maintenance of the water system
- Assists with development of budget as needed by performing research and obtaining quotes for equipment and services
- Coordinates weekly vehicle inspections and timely preventive maintenance of the Company vehicles and heavy equipment
- Supervises the maintenance and upkeep of all Board facilities including right-of-way and buildings and grounds maintenance
- Prepares records as needed by the Operations and Technology Manager
- Assures subordinate employees adherence to the Water Board's Safety Program
- Trains and mentors subordinate employees
- Regular & predictable attendance is a required essential function of the position based on department established work schedule.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of materials, equipment, processes, and techniques used in the operation and maintenance of water systems
- Considerable knowledge of Alabaster Water Board standards, ADEM/EPA standards, and industry standards
- Considerable knowledge of general management practices and procedures
- Ability to communicate clearly and concisely orally and in writing, and interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to establish and maintain effective positive relationships with coworkers, customers, contractors, and vendors, representing Alabaster Water Board in a professional manner
- Ability to recognize and develop potential through coaching, mentoring, rewarding, and guiding employees
- Ability to train employees
- Knowledge about backflow prevention programs and backflow types
- Considerable knowledge of the safe handling and use of water treatment chemicals
- Considerable knowledge of standard laboratory test procedures, sampling techniques and the necessary skills to use the water analysis equipment, meters, and gauges
- Considerable knowledge of the occupational hazards of water treatment and the necessary safety precautions
- Knowledge of computers and software. Ability to prepare written correspondence and spreadsheets
- Ability to perform mathematical calculations and apply concepts of basic algebra and geometry
- Ability to exercise independent judgment and work through operational challenges as they occur
- Excellent record keeping required
- Review Compliance reports and lab results to be submitted to ADEM
- Review logs of plant and well operations for compliance
- Review performance of operators

- **MINIMUM QUALIFICATIONS:** High School Diploma and/or equivalent with five (5) years' experience in the operations and maintenance of plants, booster stations and SCADA systems. An equivalent combination of experience, education and training may be acceptable
- Must possess a Grade IV Water Certification from the Alabama Department of Environmental Management (ADEM)
- Must possess and maintain a valid Alabama Driver License
- Class A Commercial Drivers' License (CDL) is preferred
- Must have experience with SCADA systems
- Must be able to speak, read and write English
- Management / supervisor experience is preferred

The work requires physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, digging, climbing in and out of trenches, or similar activities; recurring lifting of moderately heavy items such as 50-pound couplings, chop saws, and other large power tools. Work is completed outside in all safe weather elements.

This position requires lifting: Up to 50 pounds

I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.

Immediate Supervisor

Date

Department Head

Date

I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the duties listed in this description are not all-inclusive and there may be other duties assigned to me.

Employee

Date