

City of Cooper City, FL

JOB DESCRIPTION



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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Plant Operations Superintendent

Department: Utilities

FLSA Status: Exempt

JOB SUMMARY

Highly responsible managerial and technical work in supervising the treatment plant operation, maintenance, improvement, repair, and environmental compliance activities associated with the City's water and wastewater treatment plants. Work is performed independently. Reports to the Assistant Utilities Director or Utilities Director's designee.

ESSENTIAL JOB FUNCTIONS

- Ensures that the treatment facilities are operated and maintained in order to provide constant and reliable water and wastewater service to the City's utility customers, and maintain compliance with all pertinent regulations.
- Formulates and implements operations rules, methods, techniques and procedures including recommending new technology and equipment.
- Plans, organizes, assigns and supervises the work of operators engaged in the treatment of water and wastewater for the City.
- Inspects work for progress and for conformance to established standards; provides technical support and guidance for staff under charge.
- Ensures safe, effective operation and maintenance of plant facilities and deep injection well; may perform preventive, actual and emergency maintenance on all electrical and mechanical plant systems.
- Ensures preparation and maintenance of accurate and complete records on plant operation and laboratory data, including signing and transmittal to the regulatory agencies.
- Supervises and conducts frequent and periodic inspections of plant to detect malfunctions, initiates corrective actions in compliance with established regulatory, environmental and department standards.

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Approved by City Commission on 8/22/23

- Supervises the installation, repair and maintenance of facility equipment and replacement components.
- Participates in applicant reviews, interviews, and makes hiring recommendations.
- Develops and implements effective delivery of new worker orientation; ensures proper training and instructions to trainee staff.
- Conducts and supervises annual performance reviews and recommends disciplinary actions in compliance with the City’s policies and labor union contract.
- Tracks various types of permits for compliance and renewals, including signing off, where needed.
- Prepares reports for regulatory agencies and Utilities Department.
- Functions as purchasing agent for supplies, chemicals and equipment for plant operations.
- Applies improved work procedures to assure safety and efficiency of operations; reports unusual problems and suggests remedial solutions.
- Assists in developing plans and project specifications related to maintenance and repairs of treatment plants and all appurtenances, including motors, pumps, SCADA.
- Develops operating and capital budgets in coordination with the Assistant Utilities Director or Utilities Director’s designee.
- Reviews plans, diagrams, and related documentation for water and wastewater and related work for conformance to adapted standards and established environmental compliance principles.
- Responds to customers and assists with facilities tours.
- Performs related duties as directed.

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QUALIFICATIONS

Education and Experience:

High school graduation or possession of an acceptable equivalency diploma. Ten (10) years progressively responsible experience in water and wastewater treatment plant operations, including at least five (5) years’ experience in a supervisory capacity; or an equivalent combination of education, training, and experience. An Associate’s Degree is highly desirable.

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Licenses or Certifications:

Requires ‘A’ Certification as Water Treatment Plant Operator and ‘B’ Certification as Wastewater Treatment Plant Operator. Prefer ‘A’ Certification in both disciplines.

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Special Requirements:

None

Knowledge, Skills and Abilities:

- Knowledge of the materials, methods, practices and equipment used in the operations, maintenance and repair of water and wastewater treatment plants.
- Knowledge of the environmental regulatory standards and compliance principles applicable to a municipal water and wastewater treatment plant operation.
- Knowledge of general math principles and basic chemistry as such applies to treatment plant operations and functions.
- Knowledge of City’s procurement procedures.
- Knowledge of City’s personnel policies and labor union contract.

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- Ability to plan, assign, coordinate and supervise the work of semi-skilled and certified staff in the efficient delivery and processing of water and wastewater.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to deal effectively and courteously with City officials and the general public.
- Ability to communicate effectively in both oral and written formats.
- Ability to estimate amounts of materials and equipment required for future operations.
- Ability to supervise the maintenance of records and to prepare activity reports.

PHYSICAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (10-40 pounds).

WORK ENVIRONMENT

Work is performed in a plant facility where there is exposure to various disagreeable environmental factors, e.g., loud noise, toxic/chemical agents, wet surfaces, odors.

The City of Cooper City, Florida has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

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Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

 Employee Signature _____ Date

 Supervisor (or HR) Signature _____ Date

The City of Cooper City, Florida 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.

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**COOPER CITY, FLORIDA
CLASS DESCRIPTION**

CLASSIFICATION TITLE: PLANT OPERATIONS SUPERVISOR

GENERAL DESCRIPTION OF DUTIES

Highly responsible managerial and technical work in supervising the treatment plant operation, maintenance, improvement, repair, and environmental compliance activities associated with the City's water and wastewater treatment plants.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Ensures that the treatment facilities are operated and maintained in order to provide constant and reliable water and wastewater service to the City's utility customers, and maintain compliance with all pertinent regulations.

Formulates and implements operations rules, methods, techniques and procedures.

Plans, organizes, assigns and supervises the work of semi-skilled and certified operators engaged in the treatment of water and wastewater for the City.

Inspects work for progress and for conformance to established standards; provides technical support and guidance for staff under charge.

Ensures safe, effective operation and maintenance of plant facilities; may perform preventive, actual and emergency maintenance on all electrical and mechanical plant systems.

Ensures maintenance of accurate and complete records on plant operation and laboratory data.

Supervises and conducts frequent and periodic inspections of plant to detect malfunctions, initiates corrective actions in compliance with established regulatory, environmental and department standards.

Supervises the installation, repair and maintenance of facility equipment and replacement components.

Develops and implements effective delivery of new worker orientation; ensures proper training and instructions to trainee staff through certified personnel.

Functions as liaison for contracted laboratory services for regulatory compliance purposes and to monitor plant performance.

Ensures safe use of all chemical and mechanical treatment related supplies.

PLANT OPERATIONS SUPERVISOR

Reads and records daily plant parameters and equipment readings; makes adjustments to the equipment based on guidelines set by the department.

Functions as purchasing agent for supplies, chemicals and equipment for plant operations.

Applies improved work procedures to assure safety and efficiency of operations; reports unusual problems and suggests remedial solutions.

Assists in developing plans for maintenance/repair work; assists with the budget preparation.

Reviews plans, diagrams, and related documentation for water and wastewater and related work for conformance to adapted standards and established environmental compliance principles.

ADDITIONAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of the materials, methods, practices and equipment used in the operations, maintenance and repair of water and wastewater treatment plants.

Knowledge of the environmental regulatory standards and compliance principles applicable to a municipal water and wastewater treatment plant operation.

Knowledge of general math principles and basic chemistry as such applies to treatment plant operations and functions.

Ability to plan, assign, coordinate and supervise the work of semi-skilled and certified staff in the efficient delivery and processing of water and wastewater.

Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.

Ability to deal effectively and courteously with City officials and the general public.

Ability to communicate effectively in both oral and written formats.

Ability to estimate amounts of materials and equipment required for future operations.

Ability to supervise the maintenance of records and to prepare activity reports.

EDUCATION & EXPERIENCE

Graduation from high school or possession of an acceptable equivalency diploma. Ten (10) years progressively responsible experience in water and wastewater treatment plant operations, including at least five (5) years experience in a supervisory capacity; or an equivalent combination of education, training, and

PLANT OPERATIONS SUPERVISOR

experience. Requires minimum 'B' Certification as both Water and Wastewater Treatment Plant Operator. Prefer 'A' certification in at least one (1) of the disciplines.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (10-40 pounds). Work is performed in a plant facility where there is exposure to various disagreeable environmental factors, e.g., loud noise, toxic/chemical agents, wet surfaces, odors.