



# Water Treatment Superintendent

## General Summary

Reporting to the Director of Public Works, this salaried, at will position is responsible for the safe and efficient administration, operation, and maintenance of the City of Mt. Pleasant water treatment plant, distribution system, and property. As a working supervisor, this position will lead, direct, and mentor department staff. Responsible for the delivery of a safe, high quality and reliable water supply to the community as well as the installation, operation, maintenance, and repair of all, equipment, infrastructure, and grounds within the City as related to drinking water production and distribution including, but not limited to, electrical, mechanical, plumbing, instrumentation, SCADA, HVAC, pumping systems, metering, process controls, groundskeeping, and general facilities management. Responsible for protecting and preserving the assets of the City of Mt. Pleasant and its citizens.

## Essential Job Functions

As a member of the Public Works Administrative Team, utilizes a participatory management style to accomplish the development, review, integration, and achievement of organization goals and completion of its mission, including establishing departmental policies and procedures, making recommendations for improvements, and preparing and maintaining related records, reports, and correspondence. Prepares the annual operating and capital improvement budgets for the Water department including plant operation, well maintenance, and water storage facilities. Monitors department expenditures throughout the year. Participates in the purchase of water treatment supplies, chemicals, equipment, and vehicles, and oversees the repair and maintenance of all departmental equipment and vehicles. Oversees and monitors laboratory procedures, sampling, supplies, and equipment; prepares or audits SOP's, and maintains quality assurances and controls as applicable to meet state and federal regulations.

Promotes and maintains a culture of safety. Identifies and acquires training and equipment necessary for the safe execution of plant and distribution activities.

Responsible for providing leadership, supervision, direction, and vision to the water team to ensure success in the areas of employee and team development, training, goal attainment, as well as operations, facilities, and technology management. Participates in the recruitment/selection and corrective discipline processes of all supervised team members and assigns and directs departmental activities and operations, including performing the duties of an Operator on a limited basis, as needed.

Utilizing strong interpersonal communication, problem-solving, and other professional skills and training maintains a calm and controlled demeanor while resolving stressful, crisis, or routine issues with team members, colleagues, regulatory agencies, vendors, contractors, and the public. Responsible for displaying and ensuring effective employee communication inside and outside the department.

Supervises, schedules, trains, and coordinates the activities of team members in the installation, operation, maintenance, and repair of materials and equipment, including electrical and mechanical equipment as related to the water treatment plant, distribution system, and grounds.

Reviews the operation of the water treatment plant and approves new equipment/operations, or modifications of existing equipment/operations to maintain or increase operational capacity and efficiency. Prepares, reviews, and evaluates reports, logs, and records for preparation of construction cost estimates; annual budget; local, state, and federal reports; as well as confirming adequacy of the treatment process and volume of water required.

Represents the City with contractors, local, state, and federal agencies, and varied citizen groups.

Reads, analyzes, and interprets professional journals, technical procedures, and governmental regulations. Writes reports, business correspondence, procedure manuals, etc., as requested. Presents information and responds to questions and concerns from upper management, team members, vendors, and the general public.

Defines problems, collects data, establishes facts, and draws valid conclusions related to water treatment and distribution functions. Interprets a variety of technical or other instructions furnished in written, oral, or other formats.

Performs related work as requested.

Note: All functions are considered essential

## **Minimum Requirements**

### ***Education:***

A Bachelor's Degree in engineering, public health, public administration, biology, or a related science field is preferred. Collegiate training in a related field with formal training in water treatment plant and distribution system operation, maintenance, and testing, or an equivalent combination of education and experience. Michigan Department of Environment, Great Lakes and Energy (EGLE) F-1 is preferred, or an F-2 license with the ability to test and obtain the F-1 within one-year is required, at least five years of progressively responsible experience, two years of which must be at a management level, is preferred. One year of experience in water softening plant operations. Possession of an EGLE S-2, or the ability and desire to obtain an S-2 distribution certification within four testing cycles from the date of hire.

### ***Knowledge Of:***

Microsoft Office, asset management systems and extensive experience and hands-on knowledge of GIS, SCADA systems, and instrumentation, are required.

### ***Ability To:***

Independently and cooperatively plan, organize, prioritize, coordinate, and evaluate multiple events and activities; build and actively participate in the development and maintenance of successful work teams; provide vision, motivation, and leadership to the team and take appropriate and effective corrective action as necessary.

Effectively communicate, orally and in writing with team members, colleagues, contractors, vendors, and the public regarding any aspect within the scope of responsibility; ability to establish and maintain positive working relationships with the public and other employees; and possession of a successful history and desire to train employees in proven problem-solving techniques to resolve issues and conflict inside and outside the department.

Maintain up-to-date knowledge in the operation and maintenance of a modern water treatment facility.

**Additional Requirements:**

Valid Michigan Operator’s license and a safe driving record.

Within 12 months of hire, must reside and maintain principle domicile within the limits of Isabella County or within 20 miles from the nearest city limit, whichever is greater.

**Physical and Mental Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk, use hands to manipulate, handle, or feel; reach with hands and arms; and smell. The employee is occasionally required to sit, climb ladders or stairs, and balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 80 pounds with or without an assistive device. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must possess the physical and mental abilities to transport yourself to meetings and conferences, at various locations. The use of mental capacities such as; to analyze, reason, supervise, comprehend, evaluate, organize, and handle the stress associated with administrative and supervisory responsibilities is required for the position.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and all types of outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; at times will work in extreme cold or heat for several hours; work in confined spaces; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

<b>Job Title</b>	<b>Job Code</b>	<b>FLSA Status</b>
Water Treatment Superintendent	N127	Exempt
<b>Employee Group</b>	<b>Reports to</b>	<b>Direct Reports</b>
PACT	Director of Public Works	10