CITY OF LUDINGTON
JOB DESCRIPTION

WATER TREATMENT PLANT SUPERINTENDENT

Supervised By: City Manager
Supervises: All Water Treatment Plant employees

Position Summary:

Under the direction of the City Manager, oversees the operation of the City’s water filtration plant. Plans and coordinates capital improvements and daily operations and maintenance of the City’s water treatment plant, pumping stations, water towers and related equipment. Responsible for completing and submitting all necessary state reports and other required compliance reporting.

Essential Duties and Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Instructs, trains, supervises, evaluates, and assists in recruiting, hiring, and disciplining water treatment plant personnel. Ensures employees are properly trained in operations and safety procedures. Prioritizes work assignments and prepares work schedules and job assignments. Inspects projects and work records to ensure completeness and compliance with specifications, codes and practices. Gives technical advice and assistance to employees on difficult or unusual work.

2. Develops the annual operating and capital budgets for review by the City Manager. Ensures expenditures are maintained within the approved budget parameters. Prepares monthly reports.

3. Inspects equipment and facilities on a daily basis. Institutes a comprehensive preventive maintenance program and assigns ongoing maintenance and repair tasks.

4. Supervises laboratory testing and analysis. Responsible for keeping the plant and laboratory certified according to MDEQ protocols. Confers with state officials regarding the water treatment plant.

5. Gathers data related to daily operations and prepares regular internal and state reports. Ensures that all required compliance reporting is consistently and accurately reported. Prepares reports for the City Manager and City Council and attends meetings as required.
6. Determines needs and develops specifications for supplies, equipment and capital projects. Reviews bids and makes determinations and/or recommendations on vendors and contractors. Oversees the purchase of materials, supplies, parts and equipment.

7. Prepares monthly reports. Formulates and updates operating policies as needed. Complies with the City’s capital improvement plan in considering and recommending major repairs and upgrades.

8. Makes physical inspections of work projects and completed projects, including use of materials, equipment, and personnel to ensure completeness and cost effectiveness.

9. Collects water samples, performs laboratory analysis and participates in plant operations as needed.

10. Assists with a variety of special projects including utility rate studies and other utility-related projects. Formulates operating policies and is responsible for their enforcement.

11. Responds to public inquiries and complaints, and assists the public as needed. Provides information to the public related to all areas of responsibility.

12. Serves as the City’s Safety Committee chairperson. Responsible for setting up monthly safety meetings and monitoring compliance with MIOSHA regulations.

13. Coordinates the sale of water to non-city customers. Ensures adequate volume and pressure of water to meet customer and fire protection needs. Keeps all related records.

14. Keeps abreast of changes in technology, regulatory developments, new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

15. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor’s Degree with major coursework in biology or other applied sciences and seven years of progressively more responsible experience in water plant operations and supervision, or an equivalent combination of education and experience.

- State of Michigan F-1 Water Certification.

- State of Michigan S-1 Water Distribution Operator Certification (Or ability to gain)
• Michigan Vehicle Operator’s License.

• Substantial knowledge of the chemical and physical processes involved in the treatment and distribution of municipal drinking water.

• Knowledge of the equipment, materials, chemicals and other supplies used in water treatment and distribution.

• Skill in compiling and maintaining operating and laboratory data and reports.

• Experience and skill in laboratory procedures.

• Skill in implementing policies and procedures to properly and efficiently treat and distribute water within regulatory guidelines.

• Skill in planning and implementing preventive maintenance programs, and inspecting and maintaining mechanical equipment, pumps, and related facilities.

• Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, vendors, contractors, other public utility professionals, administrators, regulators and the public.

• Skill in the use of office equipment and technology, including Microsoft Suite applications and software specific to the department; and the ability to master new technologies.

• Ability to effectively communicate ideas and concepts orally and in writing.

• Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, vendors, contractors, other water utility professionals, administrators, regulators and the public.

• Ability to respond to emergencies on a 24/7 basis.

**Physical Demands and Work Environment:**
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop and kneel, use hands to
finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of moderate to heavy weight while working in the plant.

While performing the duties of this job, the employee typically works in the water plant but must travel between locations using a motor vehicle. The noise level in the work environment varies from quiet to loud.