

Operations Supervisor

FLSA Status: Exempt

BRIEF DESCRIPTION:

Under general supervision of the Water System Manager, performs responsible technical and skilled lead work in the operation of a water plant and related facilities; performs responsible supervisory duties and coordinating schedules of subordinate personnel; assists Water System Manager with planning and oversight of daily operations; performs related work as required. This position is available 24hours per day, 7 days a week, 365 days per year and is actively engaged in always maintaining regulatory compliance.

ESSENTIAL FUNCTIONS:

Responsible for all aspects of monitoring and operating the water treatment plant process and related facilities; utilizes Supervisory Control and Data Acquisition ('SCADA') system, physical observations, and data collection and review to ensure effective, compliant, and efficient operations. Makes appropriate process adjustments as necessary; collects samples and performs routine analytical tests to determine effectiveness of operating treatment components. Will be responsible for the management of the physical chemical wastewater system and the distribution system which includes an elevated tank, and several system booster stations. This position ensures all chloramination levels are maintained according to regulatory requirements and that all continuous monitoring analytical equipment is operating properly, calibrated, and maintained. Acts as the Backup Operator in Responsible charge in the absence of the Water System Manager and assists with daily plant operational oversight; direct supervision over assigned operators; assists with project management, purchase order procurement/reconciliation and general oversight of operations budget. Responsible for ordering and maintaining chemical supplies and ensuring competitive pricing. Performs duties of subordinate plant operators as may be required and serves as a relief operator minimizing overtime or in emergent situations; conducts plant tours for schools, universities and general public; works with the Water System Manager to maintain updated standard operating procedures for operations. Will prepare and administer annual merit evaluations; responsible for administering disciplinary reports; performs other duties as required. As the Backup Operator in Responsible Charge is legally responsible and accountable to regulatory authorities on behalf of PTRWA. Works in conjunction with the Maintenance Supervisor to coordinate and assist with the maintenance aspects of the water treatment plant, distribution system and ancillary facilities and with the Laboratory Supervisor to ensure compliant monitoring of the water treatment plant.

Note:

This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions above does not identify all duties performed by any single incumbent in this position.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Experience	Over five years in membrane filtration water treatment, 5 to 7 years of surface water treatment plant experience.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	NC A-Surface certification, Physical Chemical Grade I, and a Valid Driver's License are required. Distribution and Membrane Operator Certification must be obtained within 18 months of employment.