

Irvona Municipal Authority
Job Description
WATER SUPERINTENDENT

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| POSITION: | Water Superintendent | DEPARTMENT: | Water |
| REPORTS TO: | Irvona Municipal Authority Board | Date Prepared: | 4/24/2023 |

General Description:

Under general direction of the Irvona Municipal Authority Board, administratively oversees and performs operations and maintenance of the water treatment facilities, including water treatment and distribution systems; responsible for all federal and state regulatory compliance requirements applicable to all of the Authority's water treatment facilities; interacts with local, state, and federal regulatory agencies; gathers data and prepares various reports; reads and interprets charts and meter readings for analyzing the efficiency of plant operations; prepares and analyzes budget performance; and performs other related work as required.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to, the following:*

- Supervise, plan, organize, manage, review, and evaluate the treatment, regulation, distribution, and maintenance of all treated water facilities to meet federal, state, and local government requirements and customer needs.
- Assist the IMA Board in the establishment and implementation of operating policies and procedures.
- Assist the Lead Operator in developing and administering the annual budget.
- Communicate with the IMA Board regarding priorities and conflicts pertaining to technical and material requirements regarding activities on Authority's facilities, equipment, and machinery.
- Insures compliance with Authority and governmental safety policies, procedures, and regulations.
- Communicate with the IMA Board regarding performance evaluations of subordinate personnel, make recommendations for disciplinary action and/or assist in the development of improvement plans for performance deficiencies.
- With assistance from the IMA Board, attempts to resolve employee grievances and work disputes prior to formal grievance procedure.
- Operate and maintain a variety of automatic and manually controlled equipment, motors, and pumps used in the treatment, purification, and disinfection of water.
- Regulate and control the amount of chemicals used to maintain specified water treatment requirements.
- Take samples, perform standardized quality control tests, and adjust chemical feeders and other plant equipment according to results.

- Read, interpret, record, and input data into computer to develop database for generating plant operations report.
- Make regular assessments of water flow, turbidity, pressure, chemical use, residuals, and other pertinent data to maintain proper plant operating conditions.
- Maintain logs, records, and data systems for required plant reports.
- Interact with local, state, and federal regulatory agencies.
- Compile accumulated data and prepare annual and special reports as required by regulatory agencies.
- Perform a variety of maintenance and repair work on plant facilities, equipment, and grounds.
- Observe pumping equipment and troubleshoot and identify possible problems and operating difficulties.
- Respond to customer inquiries and complaints if a resolution cannot be resolved by office personnel.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- State and federal rules and regulations as they pertain to water treatment operations.
- Principles and methods of water treatment and distribution.
- Procedures, materials and equipment used in the operation, maintenance and improvement of water treatment and distribution.
- Principles of supervision, training and effective personnel management.
- Rules and regulations pertaining to handling, storage, and disposal of hazardous and toxic materials and waste.
- Standard water quality tests.
- Plant measurement and recording equipment.
- Reporting and compliance requirements established by regulatory agencies.
- Operation and application of Microsoft Office products (Excel, Word, Outlook, PowerPoint).
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Plan, organize, schedule, and supervise personnel directly and through subordinates.
- Establish and maintain effective working relationships with other superintendents, subordinates, the public, and other public and private agencies.
- Evaluate maintenance and operations issues, develop alternatives, and implement effective courses of action.

- Provide technical advice and recommendations on maintenance and operation activities.
- Plan, develop and administer an annual budget.
- Prepare clear, accurate and complete records and reports and to meet required filing deadlines.
- Perform a variety of operations and maintenance assignments.
- Operate automatic plant control systems.
- Read plant measurements and recording equipment, interpreting results to make adjustments to plant operations.
- Use proper safety precautions in working with plant chemicals.
- Perform standard water quality tests.
- Maintain and update plant records and logs.
- Read and interpret plant piping and distribution diagrams.
- Perform data entry and word processing accurately and expeditiously.
- Understand and carry out oral and written directions.
- Perform algebraic and geometrical calculations.
- Perform metric conversions.
- Organize and maintain records and files.
- Assemble data and prepare reports.
- Read, interpret, and implement procedures, regulations, and policies as established and required by regulatory agencies.

Physical Demands:

The physical demands described herein 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 display verbal skills to effectively interface with other staff members, the public, other public agencies and contractors; ability to sit; stand; kneel; bend; squat; walk; climb and negotiate uneven terrain; ascend and descend steps, ladders and embankments; lift, push, pull and carry up to 50 lbs.; use hands and fingers to handle or feel objects and controls; and drive a vehicle in all weather conditions.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100°F; confined work space; heights, such as ladders.

Inside: Work performed in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors from powder and liquid chemicals; dust from printing cartridges; gasoline fumes.

Noise/Vibration: Exposure to generators.

Education/Certification:

- High school diploma or general education degree (GED).
- Must possess a valid Pennsylvania Water Treatment Plant Operator Certificate – Class C
- Must maintain educational requirements for treatment certification.
- Must possess a valid Pennsylvania driver's license, have a satisfactory driving record, and be insurable by the Authority to operate Authority vehicles.

Experience:

Minimum of five years' experience in a supervisor position, preferably with one-year lead operators experience.

Work Hours:

7:30 AM to 3:30 PM; Monday through Friday. Subject to change, as required to meet the needs of the Authority. Must be willing to work overtime and/or alternate schedule when required or in response to an emergency. Subject to call out during off work hours to assist plant operators correct plant alarm conditions.

I have reviewed and agree to abide by any requirements reflected in this job description.

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| _____ Employee's Signature | _____ Date |
| _____ Board Signature | _____ Date |