

**CITY OF GRAND HAVEN
JOB DESCRIPTION**

WATER FACILITIES SUPERVISOR

Supervised By: Water Facilities Manager
Supervises: Supervises all staff within the water plant as assigned

Position Summary:

Under the general direction of the Water Facilities Manager, supervises a work force engaged in maintenance and repair activities associated with the City's water treatment facility including physical plant construction and maintenance, operations, water quality, and regulatory compliance.

Essential 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. Plans, organizes, and supervises the operations and maintenance functions of the water treatment facility. Develops, recommends, and implements new maintenance and operating procedures as appropriate. Reviews related records, reports, logs, and documentation, and provides technical advice.
2. Participates in the recruitment and hiring of plant employees. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
3. Prepares work schedules and outlines work assignments for work crews. Reviews daily timesheets and other work records for completeness and accuracy. Gives technical advice and assistance to employees on difficult or unusual work and inspects work projects to ensure compliance with specifications, codes, and practices.
4. Assists in the preparation and administration of assigned operating and capital budgets. Coordinates purchasing activities. Develops specifications and bid documents, researches issues and options with engineers, and prepares related documents.
5. Oversees the maintenance and repair activities associated with the City's water treatment facility including physical plant construction and maintenance, operations, and water quality.
6. Performs the duties of the Operator of Responsible Charge and other facility activities as operational needs demand including fueling, lubricating, and cleaning machinery collecting water samples, taking readings, adjusting equipment, and water testing.
7. Evaluates current facilities, processes, and staffing arrangements and prepares recommendations for modifications as indicated.
8. Provides oversight of contractors performing construction, repairs, maintenance, and other related services for the City.

9. Develops and maintains preventative maintenance schedules and related records and activities logs for all assets of the plant and pump stations.
10. Responds to operational emergency situations. May be required to work outside of normal business hours in the event of an emergency or during snow season.
11. Maintains all necessary records in accordance with administrative rules, contract language, and legal requirements including State and Federal legislation and local ordinances and regulations. Compiles operational statistics and completes a variety of reports required by the City, State, and other agencies.
12. Attends various meetings, completes research and special projects, makes recommendations, and gives presentations as requested.
13. Responds to public inquiries, investigates complaints, and assists the public as needed. Refers complex issues to the department director as needed.
14. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
15. Performs other 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.

- A associate's degree in environmental management, construction, or a related field is required. In lieu of formal education, a combination of education and prior work experience may be considered.
- Five or more years of progressively more responsible experience in water treatment, public works, or related field is required, including significant supervisory experience.
- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- State of Michigan DEQ license at the level appropriate for the city's water treatment system and the ability to maintain licensure throughout employment (currently F-1).
- Knowledge of the theory and practices of modern water treatment including the processes, equipment, and facilities involved in the construction, maintenance, and repair of a water treatment plant and laboratory, and the treatment operations including pumping, testing, and chemical treatment
- Knowledge of water treatment processes, practices, and procedures.
- Knowledge of safety best practices and MIOSHA regulations.
- Skill in organizing and supervising the work of subordinates, in developing and implementing work procedures, and in training and developing employees.

- Skill in the use of office equipment and technology, including computers and a variety of related software, and the ability to master new technologies.
- Skill in assembling and analyzing data, and in preparing comprehensive and accurate reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in the public forum.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour 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 in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone or two-way radio, email, or in person, and move around the office to travel to other locations. The employee must occasionally lift and/or move items of moderate to heavy weight.

While performing the duties of this job, the employee is regularly required to work in the laboratory or plant areas supervising or completing hands-on operations and maintenance work, and to travel to various locations within the City. The employee may be exposed to treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may be exposed to fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with maintenance activities or plant operations. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the work sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is moderate, and can occasionally be very loud.