

AUGUSTA WATER

Job Description

JOB TITLE: Treatment Operations Superintendent **DATE:** January 2024

DEPARTMENT: Treatment Operations – Water **FLSA:** Exempt

REPORTS TO: Director of Treatment Operations **CATEGORY:** Essential

SUPERVISES: Plant Supervisor – Water

SUMMARY OF RESPONSIBILITIES

To supervise water plant functions through the implementation of policies and procedures and EMS System to efficiently operate the water plants and equipment used to treat and disinfect drinking water supplies safely and in accordance with regulatory requirements. Collect, treat, and dispose of waterborne waste, safely and in accordance with regulatory requirements.

ESSENTIAL JOB FUNCTIONS

1. Supervise the Plant Supervisor in the Water Department. Plan, establish operational priorities, plus schedule major maintenance activities between operations and the plant maintenance department. Provide opportunity for Supervisors and plant operators to identify new ideas or procedures to achieve higher levels of water treatment efficiency. Assist Supervisors and Senior Operators with the performance of the water facilities and with the personnel who run physical and chemical tests on water facilities.
2. Assure that all plants and pump stations are operating properly and safely. Provide support to the Plant Supervisors and Maintenance personnel with the mechanical, electrical repair, adjustment, and maintenance on plant equipment. Guide the ordering and maintaining of inventory (chemicals, equipment parts, etc.). Maintain accurate and timely records and reports. Oversee that the maintenance of facilities, all work areas, equipment, and grounds are in a clean and orderly manner. Have the ability to review plans and specifications on capital projects and improvements at treatment facilities.

3. Instruct plant operator(s) in correct plant operating procedures and machine or plant adjustments as needed. Assist the Water Plant Supervisor and Senior Operators with training new personnel in the operation and maintenance of plant equipment.
4. Consults with engineers, contractors, and the Instrumentation and Controls Manager on development, installation, programming, etc., on the Supervisory Control and Data Acquisition System (SCADA).
5. Instructs Supervisors and Senior Operators on monitoring and how to use the SCADA system to maintain and improve distribution system(s) operation.
6. Monitor the text alarms from SCADA for all facilities during normal working hours and after normal working hours.
7. Conduct employee performance evaluations on a timely basis. Reward and discipline subordinate employees in accordance with Augusta Water policies. Develop personnel by effective direction, counseling, and training.
8. Consult with Director on plant needs, personnel needs, problems, future plans, etc. Develop and recommend annual budget requirements for the Water Plants. Anticipate and request funding for future plant and personnel requirements.
9. Manages chemical usage in process control activities at Water plants to maximize efficiency and effectiveness of the system.
10. Participate in all phases of new water source exploration, source development, and including new water facility design and construction. Participate in design and construction of water facility upgrades.
11. Responsible for the oversight of safety practices for all facilities and personnel in conjunction with Safety Manager and in adherence to Federal and State OSHA regulations.
12. Operate the Cole's Run Dam which is to include fulfilling the requirements of the Emergency Action Plan for the dam should the EAP become necessary. Monitor the reservoir level and adjust when necessary. Serve as primary contact on matters concerning the dam and advise the Director, US Forest Service or applicable agency as needed.
13. Maintain the Staunton Water Purchase agreement.
14. Maintain a relationship with local entities for water distribution demands.
15. Assist the Collection & Distribution department with estimating water leaks repaired the previous month.
16. Estimate water loss due to water quality flushing, system sampling, and emergencies.
17. Assist plant operators, on-call operators, and the collection & distribution department during normal working hours and after normal working hours with large leaks that may require facility shutdown, output increases, water re-

- distribution or outage notifications. Notify Staunton water operations if a re-distribution will affect the city's distribution system.
18. Assist plant operators, on-call operators, and plant maintenance with major facility problems during normal working hours and after hours.
 19. Review plant reports.
 20. Communicate with the Compliance Manager and or Lab Supervisor when necessary.
 21. Monitor well and spring water levels. Advise the Director about anticipated problems.
 22. Responsible for pressure zone and fire flow testing. Develop field notes and readings for various reports.
 23. Coordinates with all Department for all phases of assigned projects from inception through project close out, including planning, budgeting, design, procurement/project delivery, permitting, construction, contract administration, asset management and final acceptance.
 24. Ensure documentation, asset identification and information on new, replaced or rehabilitated equipment is integrated into work order management system.
 25. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress.
 26. Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.
 27. Assure efficient coordination with other Augusta Water departments for management of project-related technical and financial documentation.
 28. Serve as a backup to the Treatment Operations Superintendent of Wastewater.
 29. Perform other related duties as assigned.

WORKING CONDITIONS

1. Regularly works in outside weather conditions. Occasionally works in a typical office environment.
2. Subject to contact with liquid water, wastewater and vapors, confined space, electricity, hazardous materials, and blood borne pathogens while performing duties. Occasional exposure to dust, fumes, including chlorine and fluoride, noise, extreme heat/cold, uneven terrain, and heights.
3. Frequent sitting and driving a motor vehicle with occasional lifting (up to 50 pounds without assistance and over 50 pounds with operator or mechanical assistance), carrying (up to 50 pounds without assistance), pushing, pulling twisting, climbing, stooping/bending, kneeling, reaching, and grasping.

4. Required to work irregular schedules on an as needed basis, which includes overtime, night duty, weekends, and holidays. Subject to call-in for emergency assignments.
5. Must be able to work independently, with minimum supervision.
6. Must have work cell phone and/or work laptop/tablet.

EMPLOYMENT CONDITIONS

1. Pre-employment drug test
2. Pre-employment criminal background check
3. Pre-employment driving record review
4. Annual driving record review
5. Subject to a random drug and/or alcohol test
6. Must live within 1 hour of Coles Run Dam, 3919 Coal Rd, Stuarts Draft, VA 24477.

QUALIFICATIONS / BASIC JOB REQUIREMENTS

1. Must possess a high school diploma or equivalent and prefer two (2) years of college training in engineering, biology, chemistry, or a related field.
2. Class 3 Wastewater or Class 3 Water as issued through the Virginia Board of Certification of Water and Wastewater Works Operators is required upon hire. Must obtain the deficient license within 24 months of hire.
3. Five (5) years of supervisory experience at a Water Treatment Plant is required.
4. Five (5) years of experience in the project management of water and/or wastewater facilities is preferred.

KNOWLEDGE AND SKILLS

1. Ability to communicate, both verbally and written, read in English to understand directions, procedures, and communicate with others.
2. Must have an understanding of basic mathematics, basic liquid hydraulics, multiple pressure zones, mechanical and electrical knowledge, use general hand tools, and be able to operate a motor vehicle.
3. Must have knowledge of regulations issued by, including but not limited to, the Augusta County Code, the Environmental Protection Agency, Virginia Health Department, Occupational Safety and Health Act, Virginia Department of Transportation, that pertain to public water and wastewater treatment facilities.
4. Must possess knowledge of Hazardous Materials and Hazardous Materials Communications regulations.
5. Ability to perform several tasks at the same time.

6. Must exhibit a positive attitude to effectively deal with the public, agency officials, co-workers, and have the ability to supervise and manage teams.
7. Must possess a valid Virginia Drivers License.

SAFETY REGULATIONS AND HAZARDS

1. Must observe all safety rules and regulations for confined space, trenching, lock out tag out, fall protection, driving equipment, hazard communication, slips, trips, and falls, and any other safety hazard related to your position. Must wear protective equipment as required (e.g., uniforms, eye protection, hearing protection, hard hat, gloves, safety shoes, seat belts etc.).
2. May not operate any equipment without prior training.
3. Must attend all safety meetings
4. Responsible for safety of employees

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE or APPLICANT: _____ DATE: _____

SUPERVISOR: _____ DATE: _____