

NOTICE OF JOB OPENING

March 12, 2018

JOB CLASSIFICATION: Water Treatment Supervisor

The Benton Utilities Water Treatment Department is accepting applications for the above position.

JOB SUMMARY: To oversee the operation and maintenance of the water treatment plant facilities, reservoirs, vehicles, equipment, buildings, and grounds. Incumbent may be utilized in other areas of management to provide continuation of services in water system. Must possess a Class 4 Arkansas Water Treatment Operator License

Grade 17: Pay Range \$41,551 - \$62,327 per year

Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application and complete job description are available from the Human Resources Department, Benton Utilities Complex, 1827 Dale Ave, Benton, AR or a printable application and complete job description are available on line at www.bentonutilities.com under the personnel tab.

Position closes at 4:00 p.m. Monday, March 26, 2018.

**BENTON UTILITIES - BENTON, ARKANSAS
JOB DESCRIPTION**

JOB TITLE: Water Treatment Supervisor	DATE: 1/16
DEPARTMENT: Water	GRADE: 17
DIVISION: Public Utilities	FLSA STATUS: Exempt
REPORTS TO: Water Department Manager	EEO CATEGORY: Skilled Craft

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB SUMMARY: To oversee the operation and maintenance of the water treatment plant facilities, reservoirs, vehicles, equipment, buildings, and grounds. Incumbent may be utilized in other areas of management to provide continuation of services in water system.

ESSENTIAL JOB FUNCTIONS:

1. Schedules and monitors work activities and manpower for the operation and maintenance of the water treatment plant and intake structures and reservoirs (Chenault Reservoir and Lake Norrell).
2. Directly supervises licensed operators, mechanic, lab technician, and other personnel as assigned.
3. Makes visual inspection of the facilities and equipment to ensure proper operation of chemical feeders and pumps, high service pumps, clarifiers, clearwell levels, tank levels, raw water intake pumps and equipment, reservoir pumps and equipment, sludge basins and related equipment, on-line turbidimeters and chlorine analyzers, flow meters, etc.
4. Utilizes SCADA system for control and data acquisition purposes to monitor water treatment.
5. Oversees lab requirements in catching water samples, performing analysis, making chemical dosage changes, and proper reporting to the Arkansas Department of Health or other regulatory agencies.

6. Ensures proper service/maintenance/repair to vehicles, equipment, buildings, and grounds including intake structures.
7. Ensures daily recordkeeping of water usage, chemical usage, flow rates, clearwell levels, tank levels, etc.
8. Ensures safety in the work environment and provides training of personnel. Oversees licensure requirements and schedules training as necessary.
9. Works with contractors/vendors as needed to plant maintenance/supplies.
10. Keeps inventory record and anticipates needs to requisition/restock equipment and supplies.
11. Assists manager in planning for maintenance and future needs of system.
12. Operates Utility vehicle and department equipment.
13. Performs other duties as assigned or necessary.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Must be able to work weekends, evenings, and overtime.
2. Makes calls to consumer’s homes when they have complaints about water taste, odor, or clarity.

SUPERVISION RESPONSIBILITIES

Directly supervises approximately twelve (12) non-supervisory positions within the department. Carries out supervisory responsibilities in accordance with the Utility’s policies and applicable laws. Responsibilities include interviewing; training; planning, assigning, and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems.

Budget Responsibility:

\$ N/A Annual dollars

Facilities and Equipment Responsibility:

\$150,000 to \$1,000,000

EDUCATION AND EXPERIENCE

High school diploma or GED plus specialized training and/or additional college courses and four (4) years of progressive experience in water treatment operations or related experience and/or training; six (6) months of supervisory experience preferred. Equivalent combinations of education and experience will be considered.

MINIMUM QUALIFICATIONS:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of state and federal regulations governing water quality.

Comprehensive knowledge of necessary processes/chemicals for water treatment.

Comprehensive knowledge of workplace safety issues and ADEQ/ADH training requirements.

Considerable knowledge of manpower and equipment necessary for departmental operations, maintenance, projects.

Knowledge of City ordinances/policies and applicable Federal, State, Municipal statutes, rules, guidelines

Basic knowledge of computer fundamentals and business software.

Skill in supervising personnel, services, and operations.

Skill in oral/written communication

Skill in organization, coordination, prioritization, and scheduling

Skill in use of equipment and tools (including SCADA) necessary to department functions.

Basic skill in math and some algebra.

Skill in operating of Utility vehicle and department equipment

Ability to provide effective leadership and direction for personnel, services, operation

Ability to meet regulatory and mandated requirements plus statutory laws and rules

Ability to make decisions concerning plant operations; troubleshoot and problem solve

Ability to respond to natural disaster affecting the water supply/treatment

Ability to understand/interpret basic engineering principles and interpret plans, blueprints, schematics

Ability to wear dust masks, respirators, and Self-Contained Breathing Apparatus.

Ability to follow instructions and complete tasks as assigned by Department Manager.

ADDITIONAL REQUIREMENTS:

Arkansas Water Treatment Operator Level IV

Must have hours required by the Arkansas Dept. of Health --in order to renew license every 2 years.

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Yes	No
Lifting (lbs.)	80	
Carrying (lbs.)	80	
Stooping/Bending	X	
Kneeling/Squatting	X	
Walking	X	
Standing	X	
Sitting	X	
Climbing, Balancing (working with a ladder	X	
Use of hands to finger, handle, or feel	X	
Physical Coordination (simultaneous use of hands, arms, feet and legs)	X	
Eye-Hand Coordination	X	
Close Vision (Clear at 20 inches or less)	X	
Distant Visions (Clear at 20 feet or more)	X	
Color Vision	X	
Depth Perception	X	
Hearing	X	

WORK ENVIRONMENT:

The environmental conditions marked below are common for this job.

	Yes	No
Outdoor weather conditions	X	
Wet, Humid conditions (non-weather)	X	
Work near moving mechanical parts	X	
Work in high, precarious places	X	
Fumes or dust	X	
Toxic or caustic chemicals	X	
Extreme Heat (non-weather over 90° F)	X	
Low noise (e.g., business office)	X	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)	X	
Loud noise (e.g., jackhammer, heavy motorized equipment)	X	