

CITY OF GLENDALE

TITLE: **Water Reclamation Facility** **CLASS CODE:** **968**
 Supervisor

REPORTS TO: **Utility Operations** **GRADE:** **27**
 Superintendent

DEPARTMENT: **Utilities** **FLSA:** **E**

JOB SPECIFICATION DATE: March 16, 2009 lwk

JOB SUMMARY

Plans, organizes and supervises the activities of the water reclamation section of the Utilities Department. Responsibilities include the operation and process control of surface water treatment plants, well sites, sewage lift stations, and water zone booster stations and pressure zones.

ESSENTIAL FUNCTIONS

1. Plans, organizes, and supervises the work of operators, senior operators, and maintenance personnel in the control of the various water reclamation facilities.
2. Prepares and monitors shift work schedules to assure staffing levels needed to operate all facilities.
3. Manages the operation and maintenance of reservoirs, booster stations or wells for capital improvement projects.
4. Provides technical expertise in the design, planning, bidding, directing, plant, well, booster stations and reservoir improvement in large construction and/or maintenance projects.
5. Trains staff in monitoring and controlling of facilities and equipment.
6. Oversees and supervises the work of the Public Service Representatives.
7. Communicates and coordinates appropriate information about daily activities in support of plant operations to operators, seniors, maintenance, PSR's, other supervision, engineers and other utilities.
8. Assists in planning for and ordering raw water for treatment plants to support the City's demands.
9. Plans and prepares bid documents for open chemical purchase orders and service agreements.
10. Receives, investigates, and responds to public complaints on water pressure, water system operations and odors.
11. Prepares and monitors divisional budget.
12. Uses process controls to maintain quality control of City drinking water.
13. Prepares reports on system operations for monitoring and informational purposes.
14. Stays abreast of regulatory changes and new technologies.
15. Assists in reviewing plans, choosing engineering firms, and coordinating construction activities for new projects.
16. Prepares reports and conduct research and tests on new chemical and operational processes.

SECONDARY FUNCTIONS

17. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Laws and regulations governing water reclamation facilities
Procedures necessary to operate water reclamation facility
Equipment needed for production of potable water and of the chemical and physical processes involved in water purification
Computerized treatment process applications and data logging functions
State of Arizona Aquifer Protection Permit (APP) and reuse permit regulations

Ability to:

Plan, organize and supervise the work of others
Train employees in the fundamentals of water production
Establish and maintain effective working relationships with employees, other City supervisors and general public
Read, understand and interpret construction plans and specifications
Communicate effectively both orally and in writing

WORKING CONDITIONS

Office setting. Occasional exposure to hazardous chemicals used in plant operations and some climbing and confined space entry to inspect operations.

MINIMUM QUALIFICATIONS

Bachelor's degree in engineering, chemistry, or a related field, and five years of experience in the operation of water reclamation systems including one year of supervisory experience.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy

For Water: Class 4 Water & Class 3 Wastewater Certificate within 6 months of hire or to have reciprocity with out of state certificate

For Wastewater: Class 4 Wastewater and Class 3 Water Certificate within 6 months of hire or to have reciprocity with out of state certificate

Valid Arizona driver's license