

Position Title: Superintendent of Water Purification and Distribution

Department: Public Works & Utilities

Position Reports to: Village Administrator

Immediate Subordinates: Water Plant Operators

Position Function

This position is responsible for planning and directing all activities for the safe, efficient, and compliant operation and maintenance of the Village of Swanton's Class III Water Treatment Plant (WTP).

Job Responsibilities

- Coordinates the organization, staffing, and operational activities for the WTP including assuming responsibility for critical decisions regarding operational changes, process control, maintenance priorities, scheduling, and compliance with the numerous regulations of multiple federal, state, and local agencies.
- Maintains a continuing check on the proper and efficient operation of the plant, which includes raw water supply and pumping, treatment, and finished water pumping
- Supervises procurement of equipment, materials, and supplies
- Prepares work reports, such as payroll, budget requests etc.
- Maintains records, logs, charts, surveys, etc.
- Implements and enforces safe work practices and procedures
- Interprets chemical analysis of water samples
- Represents the Village on related boards and committees
- Maintains public relations for the division including providing tours and presentations
- May fill in as plant operator on an as needed basis
- Responsibility for after-hour emergencies
- Performs other related duties as assigned

Physical Requirements

Job requires incumbent to stand, walk, talk, hear, use hands to finger/handle/feel, reach with hands/arms, focus clearly at 20" or less, and detect color changes.

Operators must be able to climb and lift 20-80 pounds.

Required Skill Set

Occupational/Technical Skills

Ability to use word processing and selected job-specific software
Knowledge of chemistry, biology and microbiology
Knowledge of laboratory instruments and analyses of interpretation of lab tests
Knowledge of advanced principles of water treatment
Knowledge of regulatory rules for water treatment and water treatment operations
Must maintain a valid Ohio Driver's License, and have the ability to drive

Administrative Skills

Ability to analyze and resolve situations and problems
Ability to organize work, set priorities and meet critical deadlines with a minimum of direction
Ability to use techniques of effective time management
Ability to handle multiple priorities and projects
Ability to keep clear and accurate records and reports
Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Cognitive Skills

Ability to interpret a variety of technical information with abstract and/or concrete variables
Ability to identify problems, recognizing symptoms, causes and alternative solutions
Ability to make timely, sound decisions
Ability to draw accurate conclusions from numerical materials
Ability to develop original, unusual, successful approaches
Ability to interpret a variety of instructions in written, oral, diagram or schedule form
Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals
Ability to perform standard business arithmetic, including percentages and decimals
Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion
Ability to speak effectively one-to-one
Ability to speak effectively before groups and to respond to questions
Ability to demonstrate attention to and convey understanding of the comments or questions of others
Ability to use appropriate style, format, and tone in informal and formal business communications

Interpersonal Skills

Ability to use tact and discretion
Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
Ability to deal courteously and diplomatically with the general public
Ability to maintain issue confidentiality
Ability to instruct and train

Leadership Skills

- Ability to take charge and initiate actions
- Knowledge of administration and supervision of staff and activities
- Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals
- Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently
- Ability to establish effective controls, ensuring that employees have necessary resources and authority
- Ability to monitor progress and exercise control
- Ability to select and evaluate employees
- Ability to provide performance feedback
- Ability to facilitate professional growth

Experience and/or Educational Requirements

Minimum high school diploma or equivalent; advanced degree preferred; minimum of an Ohio Class III Operator Water Supply Certificate; seven to ten years' experience in a Class III plant or higher, three of those years must have been in a supervisory role; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

VILLAGE OF SWANTON, OHIO

EMPLOYEE

By: _____

By: _____

Rosanna V. Hoelzle
Village Administrator

Date: _____

Date: _____