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Customer Information
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West View Water Authority Position Description

Job Title: Chief Chemist/Environmental Supervisor

Department: West View Water Authority Treatment Plants

Supervisor: Production/Plant Manager

Job Summary

This position reports to the Production/Plant Manager. The Chief Chemist/Environmental Supervisor is responsible for the management of the Authority Process Chemistry and Laboratory Operations and is equally responsible for all aspects of production operations ensuring operational and safety goals for the organization are achieved. Production Operations involves the efficient delivery of the specified quantity and quality of water to the distribution system.

Specific Duties and Responsibilities:

1. Responsible for Public Notification, filing all monthly regulatory reports as required by the PADEP.
2. Perform all Microbial analysis of drinking water using Colilert in accordance with PADEP Regulations.
3. Acts as Operator of Record for the Authority to manage and ensure safe, quality drinking water.
4. Maintains all QA/QC programs to address changing regulatory requirements.
5. Manages all environmental compliance and maintains all environmental permits for the organization, which include but is not limited to, programs in Air, WQM, WA, SDW, Tanks, Waste and Laboratory certification.
6. Manages Water Quality by performing jar testing and evaluation of analytical results and evaluates process and makes recommendations on improvements and modifications.
7. Coordinates and directs staff members regarding the activities that need to be performed to give maximum output.
8. Manage all laboratory functions, including collection and analysis of regulatory and process samples.
9. Serves as backup laboratory technician.
10. Establishes and promotes a culture of safety within the organization. Ensures that safety procedures are understood and followed by the team.
11. Provides quality customer service and submits high quality deliverables for both internal/external customers on-time.
12. Works with other departments to continuously improve operational efficiency.
13. Perform additional duties as assigned by the Production/Plant Manager.

Qualifications and Job Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's Degree in Chemistry, Chemical Engineering or related field from an accredited college or university or equivalent and Seven (7) years' Industry experience.
- Strong planning and organizational skills are essential.
- Knowledge of environmental regulations related to the operations of a public water supply.
- DEP Certification as required - Class A, E with subclasses 1, 7, 8, 19, 11, 12, and 13 preferred.

Communication Skills

The ability to read, analyze and interpret: general business periodicals; professional journals, technical procedures, or governmental regulations. The ability to; prepare written reports and correspondence; develop procedure manuals; effectively present information and respond to questions from managers, clients, customers, and the general public.

Time Management and Organizational Skills

These are necessary to complete work on a priority basis to meet deadlines.

Mathematical Skills

Ability to calculate figures and amounts such as chemical feed rates, system loading, discounts, proportion percentages, area, circumference, and volume. Have the ability to apply the concepts of basic algebra and geometry.

Decision Making and Reasoning Ability

These skills are essential whenever one needs to make an appropriate decision taking into account the cost, quality, and delivery of the product. Ability to define problems, collect data, establish Facts, and draw valid conclusions. Possess the ability to interpret technical instructions, in form of mathematical, chemical equations. As well as diagrams and deal with several abstract and concrete variables.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be available On-Call, 24 hours/7 days per week for response to various emergencies
- Employee frequently works in outside weather conditions.
- Employee must occasionally lift and/or move up to 50 pounds.
- The noise level in the work environment is usually moderate.
- Must be able to swim, climb tanks and/or reservoirs, descend into pits and intake structures, and operate fork lifts, boats, and cranes.
- Must maintain Pennsylvania driver's license.
- Attend meetings after normal business hours.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the incumbents of the job. Incumbents may be required to perform job related tasks other than those specifically presented in this description.