



Position Description

Job Title: Operations Supervisor
Department: West View Water Treatment Plants
Supervisor: Distribution Manager

Job Summary

This position reports to the Distribution Manager. The Operations Supervisor is equally responsible for all aspects of production operations and to meet and ensure operational and safety goals for the organization. Production operations involves the efficient delivery of the specified quantity and quality of water to the distribution system.

Specific Duties and Responsibilities

1. Assists in the management of all water treatment plants, booster stations, reservoirs, and related facilities.
2. Plan, assign, schedule, supervise and direct the work of the Plant Operations employees (both union and exempt) in the monitoring and operation of the water treatment plants.
3. Prepares maintenance work schedules including preventative maintenance (PM) through CMMS and coordinates complex repairs and installations related to the water treatment plants.
4. Co-ordinates and directs staff members regarding activities that need to be performed in the absence of the Assistant Production Manager. Closely monitors water quality.
5. Tracks, orders and maintains records of plant operations, plant manuals and equipment lists.
6. Onboarding of new hires.
7. Oversees water sampling for diagnostic testing and provides technical direction as needed.
8. Initiates Purchase Orders (P.O.'s) and coordinates the delivery of chemicals.
9. Track employee schedules, vacations, shift swaps, overtime and maintains daily time sheets.
10. Coordinate the implementation of chloramines with the Distribution Department, Service Department and multiple consecutive systems.
11. Responsible for establishing and scheduling employee training and tracking of water operator's license and continuing education units (CEU's) for compliance.
12. Understand and apply Supervisory Control and Data Acquisition (SCADA) system principles.
13. Perform quarterly SCADA alarm testing of critical treatment performance parameters.
14. Obtain quotes with multiple outside contacting sources and maintain effective relationships throughout the course of work.
15. Establishes and promotes a culture of safety within the organization. Ensures that all required safety procedures are communicated to and understood by the team.
16. Implements and follows Standard Operating Procedures (SOP's) per plant startups and shutdowns, and related equipment.
17. Ensures that scheduled work is completed per the priority within the framed budget by maintaining the quality standards. Ensures the operation and maintenance of both plants and interconnected booster stations, tanks and any related facilities.
18. Provides quality customer service and submits high quality deliverables for both internal/external customers on time. Works with other departments to continuously improve operational efficiency.

19. Provides suggestions to reduce the cost of production by making optimum use of equipment and available manpower to ensure better productivity.
20. Performs additional duties as assigned by the designated supervisor or alternate.

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 from an accredited college or university or equivalent; and/or certificate from a technical school; and two (2) years' work experience in the Water Industry.
- Strong planning and organizational skills.
- Broad knowledge of the methods and materials of water system construction and maintenance of mechanical and electrical systems.
- Obtain within designated period of time - D.E.P Certification - Class A, E with subclasses 1, 7, 8, 11, 12, and 13.

Communication Skills

Communication skills are required to understand the needs and concerns of employees. These skills are crucial in instructing employees under the directions of the Assistant Production Manager. Additionally, the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations is required. The ability to write reports, correspondence, and procedures and the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public is required.

Time Management and Organizational Skills

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

IT & Mathematical Skills

Above average IT and arithmetic skills are essential to study and analyze different kinds of production reports that may pertain to mechanical items needed for system repairs on pumps, valves, and motors. Ability to calculate figures and amounts such as discounts, interest, commissions, proportion percentages, area, circumference, and volume. Ability to apply 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. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form 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 such as plant emergencies, fire, flood, spills, etc.
- Serve within the on call rotation for production operations.
- 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.