



Department of Public Works Water Treatment Division Supervisor/Operator

Position Title: Water Division Supervisor/Operator

Closing Date: 01/31/2023

Job Summary

Serves as Secondary Operator of three Water Treatment Plants. Supervises, trains, and participates in all functions of water treatment. Designated essential personnel.

Schedule: Weekdays. A regular weekend shift may be required.

Pay: \$58k-78k per year

Supervision Received

Works under the broad guidance and direction of the Water Division Director, who outlines departmental policies and procedures provides instruction and evaluates performance. The position performs regular daily duties independently and is given discretion in exercising judgment, making decisions and determining appropriate courses of action. Exercises considerable independent judgment in making work assignments, determining need for repairs, maintenance and process control changes to ensure production of safe, high quality water to the residents of Amherst.

Supervision Exercised

Recommend new hires, trains and evaluates assigned staff. Responsible for daily supervision, scheduling, assignment and goal setting for assigned staff and others working in the functional area. Serves as Division Director in his/her absence.

Major Duties

1. Operates and maintains the water treatment facilities, in order to meet Environmental Protection Agency (EPA) and Massachusetts General Law requirements.

2. Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality water treatment for the town; oversees construction and maintenance work to determine acceptability and conformance to standards.
3. Oversees the analysis of finished water parameters to provide data for operation of water treatment plants. Calibrates and maintains all instrumentation. Evaluates the operation of all treatment plants and makes appropriate process control changes to optimize treatment. Maintains logs, database, equipment files and laboratory data, as directed.
4. Supervises, instructs and assists assigned crews in water treatment activities. Trains, supervises and recommends discipline of employees performing the duties of maintenance of treatment facilities. Makes work assignments as necessary based on the availability of staff and employee skill levels.
5. Assists in the supervision, control, use, and requisition of all materials, supplies and equipment used in the maintenance, construction and repair of water treatment systems. Assists with maintaining an ongoing preventative maintenance system, spare parts inventory, and standard operating procedure on all wells and treatment facilities. Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
6. Assists with inspection and supervision of the repair of water quality equipment, pumping stations, meters, and treatment plant systems at frequent intervals to insure that all aspects of the systems are functioning properly. Inspects and assists in the control and use of supplies and equipment used in the maintenance and repair of water treatment systems and other department facilities to insure that all equipment is in proper working order.
7. Serves as coordinator of water treatment programs, such as sampling program, daily operator scheduling, and/or backflow testing and cross connection surveying as directed by the Division Director. Assists in Water Distribution as requested.
8. Responsible for the operation and calibration of the facility's SCADA system.
9. Oversees the safety of assigned workers by instructing individuals in proper safety procedures and monitoring work in progress. Keeps current of all safety practices.
10. Must be available for after hour emergency duties and participates in the on-call program.
11. Performs other duties as required.

Desired Minimum Qualifications

Associates Degree in physical, chemical, or biological sciences, or a closely related field; and five (5) years of experience in operating Grade 3 water treatment facility; or any equivalent combination of education and experience. Technical, problem-solving experience in applicable environment.

Thorough knowledge of equipment, facilities, materials, methods and procedures used in water treatment systems; considerable knowledge of water treatment plant operation and maintenance. Skill in operation of the listed tools and equipment. Ability to interpret specific chemical and biological analyses; ability to guide, direct and motivate employees; ability to organize and supervise the activities of work crew performing construction and maintenance work. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

Special Requirements

Massachusetts State Drinking Water Certifications Grade 3 Treatment, or as established by the Commonwealth of Massachusetts Board of Certification of Operators of Water Treatment Facilities. Valid State Driver's license, or ability to obtain one. Must have or obtain Certification in the FEMA National Incident Management System ICS up to and including 200.

Tools and Equipment Used

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, detection devices, mobile radio, phone, calculator, and a variety of laboratory equipment.

Physical Demands

The physical demands 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate to loud.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.