

CITY OF CELINA

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Number:		Name:	
Class Number:		Class Title:	Assistant Water Treatment and Distribution Superintendent
Civil Service Status:	Classified	Dept./Div:	Water Treatment
Employment Status:	Full-time, Regular	Reports To:	Water Treatment and Distribution Superintendent
FLSA Status:	Exempt	Supervises:	Water Treatment
Pay:	Ordinance/Resolution	DOT (closest applicable number):	862.137-018

QUALIFICATIONS: (An example of minimum acceptable qualifications)

Completion of secondary education and five (5) years water treatment and distribution supervisory experience, or equivalent; demonstrable ability to travel to and gain access to field work sites and operate treatment plant and lab equipment; possession of Class III Water Treatment Plant Operator's License.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license; must qualify for and maintain insurability under the city's vehicle insurance policy; Commercial Driver's License; Class III Water Treatment Plant Operator's License; obtain certification for Chemical and Microbiology as needed.

EQUIPMENT OPERATED: (The following are examples only and are not intended to be all inclusive)

Computer, lab equipment, backhoe, skid loader, dump truck, etc.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Occasional exposure to dust, fumes, electrical hazards; occasionally attends functions or performs duties outside normal working hours; periodic exposure to severe weather, irritating chemicals; frequent exposure to hazardous chemicals.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work. In cases of emergency, unpredictable situations, and/or department needs, required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

20% (1) Assists the Superintendent in Directing and coordinating municipal water treatment functions and activities; develops long range plans; allocates material and personnel resources; prepares and monitors departmental budget; formulates emergency preparedness plans; ensures legal compliance of treatment facility and distribution system, and plans and recommends necessary improvements; performs the duties of the Superintendent in the Superintendent's absence.

20% (2) Supervises water treatment employees in the repair and maintenance of treatment plant, water lines, water meters, etc.; assigns work and sets time schedules, evaluates performance, recommends

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Position Title: Assistant Water Treatment Superintendent **Name:**

commendations and discipline; trains employees; receives and adjusts employee complaints; recruits, interviews, and recommends selection of candidates; authorizes overtime in emergency situations.

20% (3) Determines project priorities; plans project activities to ensure maximum utilization of time and equipment; inspects work sites to ensure workers are present and work is progressing on schedule; resolves difficult problems on projects; ensures all department equipment is operational and properly maintained; researches, updates, and maintains records, maps, and plans for use by crews.

20% (4) Performs laboratory functions; performs routine and chemical microbiology examination of water in accordance with the Ohio EPA; performs chemical analysis of samples and chemicals used in water treatment process; collects samples at various locations; assembles and operates various testing devices and equipment; performs simplistic lab analysis.

10% (4) Maintains personal and professional competence and awareness; acquires knowledge from professional journals; maintains required licenses and certifications; attends professional education and training sessions, seminars, and workshops.

10% (5) Participates in intra governmental staff meetings; participates in professional organizations (e.g., AWWA); communicates with vendors; communicates with customers and general public concerning work activities; responds to citizen concerns and complaints.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

(8) Constantly required to be on call.

OTHER DUTIES AND RESPONSIBILITIES:

(9) Assists with water, supply, and treatment functions; adjusts automatic chemical feeders and timers; starts up and shuts down chemical process; types form letters; makes copies; coordinates/conducts tours (e.g. facilities, community, etc.).

(10) Performs related duties as required; checks field sites for large water loss; determines meter sizes for service; assist water treatment plant as needed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* Indicates developed after employment)

Knowledge of: bacteriology; chemistry; lab procedures; water treatment plant operating procedures; water treatment regulations; water distribution systems construction, maintenance, and repair; water distribution principles and practices; geographic layout of jurisdiction; supervision; organizational goals and objectives;

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resource management; manpower planning; budgeting; office practices and procedures; certification/licensure requirements.

Skill in: computer operation.

Ability to: prepare maps, charts, graphs, or plans; exercise independent judgment; travel to and gain access to work site; apply principles to solve practical, everyday problems; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; communicate effectively; interpret extensive variety of technical material in books, journals, and manuals; use statistical analysis; develop and maintain effective working relationships; prepare routine correspondence; understand, interpret, and apply laws, rules, or regulations to specific situations; resolve complaints; maintain records according to established procedures; prepare accurate documentation.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)