

POSITION TITLE: WATER SUPPLY ASSISTANT SUPERINTENDENT

CITY OF

DEPARTMENT: PUBLIC UTILITIES

DIVISION: WATER SUPPLY

BOWLING GREEN

REPORTING RELATIONSHIPS

Water Supply Superintendent

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Water Treatment Plant Chief Operator; Water Treatment Plant Operators

DIRECT: 1

INDIRECT: 8

POSITION FUNCTION

This position is responsible for providing assistance to the Superintendent to ensure proper operation of the City's water plant and providing public relations.

JOB RESPONSIBILITIES

- Supervises staff
- Prepares daily work assignments
- Compiles operating data for reports and prepares reports and records
- Collects samples for outside testing
- Analyzes water samples and interprets results
- Communicates with citizens, vendors, Health Department & EPA officials
- Gives plant tours
- Performs maintenance
- Orders treatment chemicals, materials and supplies
- Assists with division budget
- Assists with employee training/evaluation
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk, hear and use hands to finger, handle or feel, climb and lift up to 50 pounds. Must be able to focus clearly at 20 inches or less, and detect color changes.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <ul style="list-style-type: none"> Knowledge of laboratory instruments and analyses and interpretation of lab tests Knowledge of advanced principles of water treatment Knowledge of regulatory rules for water treatment, and water treatment operations Ability to properly operate selected farm machinery for waste processing Ability to use selected job-specific hardware and software Must maintain a valid driver's license and have the ability to drive <p><i>Administrative Skills</i></p> <ul style="list-style-type: none"> Ability to organize work, set priorities and meet critical deadlines with a minimum of direction Ability to set goals and develop strategies and schedules for meeting them Ability to plan, organize, assign and direct work of staff Ability to handle multiple priorities and projects Ability to keep clear and accurate records and reports <p><i>Cognitive Skills</i></p> <ul style="list-style-type: none"> 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 interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals Ability to interpret professional periodicals and journals, technical procedures, and government regulations 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 	<p><i>Communications Skills</i></p> <ul style="list-style-type: none"> 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 Ability to prepare clear and concise reports, correspondence and other written materials <p><i>Interpersonal Skills</i></p> <ul style="list-style-type: none"> Ability to use tact and discretion Ability to maintain issue confidentiality Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions <p><i>Leadership Skills</i></p> <ul style="list-style-type: none"> Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently Ability to clearly assign responsibilities and tasks to others Ability to establish effective controls, ensuring that employees have necessary resources and authority Ability to select and evaluate employees Ability to instruct and train staff Ability to provide performance feedback

DESCRIPTION OF WORKING CONDITIONS
<p>Work is performed primarily indoors with some contact with the City's citizens and general public; incumbent occasionally works around hazardous chemicals or in underground pump stations.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Two-year college certificate or equivalent; Ohio Class IV Operator Water Supply Certificate or must obtain a Class IV OEPA Water Treatment Certification within three (3) years of appointment; Laboratory certification for Analysis of Drinking Water; five to seven years of relevant experience; must maintain a valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed 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. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.