

City of Dunedin, Florida
Class Description

JOB TITLE: Water Plant Shift Supervisor

Utilities Department
Water Division

GENERAL STATEMENT OF JOB

Under general supervision, operates reverse osmosis water treatment processes meeting all regulatory requirements for water quality. Monitors and maintains processes to produce an adequate supply of safe potable water for the community of Dunedin and to meet firefighting needs. Reports to the Water Plant Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Operates reverse osmosis plant processes to produce drinking water for the residents of Dunedin that meets all state and federal drinking water regulatory requirements. Provides safe, clean water to the public for consumption and firefighting.

Monitors reverse osmosis plant process water quality, performs water quality tests and tests water, interprets results, and makes appropriate adjustments.

Performs maintenance and repairs when needed on the water plant, wells, and equipment that may involve: mechanical, electrical, electro-mechanical, piping, plumbing, technological, chemical, driving, climbing (up and down), lifting, pushing, pulling, digging and hammering.

Performs data entry and reporting of water quality, flows, dosages, usage, pressures, adjustments, weights, and hours for federal regulatory reporting with various agencies such as the FDEP, DOH, EPA, and SWFWMD.

Consults with the public, engineers, vendors, students, tours, and other departments regarding temporary deviations of procedures to accommodate pilot plants, tank cleanings, contractor work, climate changes, usage demands.

Conducts operation, safety, maintenance, any job-related tasks training for operator(s) and new hire personnel.

Monitors operations and health and assists with maintain equipment used to extract and treat groundwater from the City's Wellfield.

Troubleshoots, diagnoses and repairs or replaces the water treatment plant process controls and instrumentation, SCADA and PLC control systems.

Oversees our external sampling schedule to meet regulatory compliance of Disinfection By-Products Rule, distribution bacteriological monitoring, Lead and Copper, Point of Entry, UCMR, etc.

Assists Water Production Manager in developing and improving plant policies and procedures.

The Supervisor creates and organizes the plant operators shift schedule and coordinates shift coverage to maintain seamless operations.

ADDITIONAL JOB FUNCTIONS

Provides customer service and assist the community with water quality concerns.

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, typing reports and correspondence, copying and filing documents, etc.

Responsible for entering and maintaining data in various systems. Ensuring accurate record keeping for the integrity and confidentiality of various information.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires five years water treatment experience, preferably experience with Wellfield extraction and Reverse Osmosis Treatment.

State of Florida "A" level Drinking Water Plant Operator license.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Valid Florida driver's license.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Water Plant Shift Supervisor. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices and methodologies of wastewater treatment systems and their maintenance and repair, and other fields applicable to the requirements of the position. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to provide effective leadership, supervision and training of employees.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment, including computers. Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools and/or materials used in performing essential functions.

Requires the ability to use, operate and/or handle equipment such as a computer, diagnostic/laboratory instruments, pumps, motors, heavy equipment, hand and power tools, etc. Has knowledge of the standard tools, equipment and materials of the trade. Has skill in the care and use of required tools and equipment. Is able to monitor and operate equipment controls with precision. Is able to make minor repairs and adjustments to equipment.

Verbal Aptitude: Requires the ability to use a wide variety of reference, descriptive and/or advisory data and information. Has the ability to speak and understand the English language.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret technical materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the regular and at times sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds); some positions require sufficient hand/eye coordination to perform skilled/semi-skilled movements, such as mechanical repair and machinery control.

Sensory Requirements: Some tasks require visual, olfactory, depth and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks require exposure to temperature extremes, smoke/dust/pollen, strong odors, toxic/poisonous agents, insect bites, disease/pathogens, bright/dim light, wetness/humidity, electric currents, machinery hazards, vibrations and noise extremes.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Director of Utilities

Date