

WATER SYSTEM SUPERVISOR

Willmar Municipal Utilities

Position Title: Water System Supervisor
Department: Water Department
Immediate Supervisor: General Manager

Licenses Required:

- Class A Minnesota Water Operators License
- Minnesota Class C Driver's License

Primary Scope:

- Serving as the department head plans, organizes, controls, integrates and evaluates the work of the department
- Direct and supervise the Water Foreman/woman and staff
- Responsible for oversight of daily operation and maintenance
- Perform professional and administrative work as required
- Manages the operational and maintenance activities of the municipal water system
- Recommends short and long term Capital improvement plan development and budgeting
- Prepares the annual budgets for department
- Reviews and monitors expenditures to remain within established budgetary constraints.
- Authorizes purchases and approves purchase orders and invoicing
- Responds to after-hours water emergencies
- Responsible for compliance of all regulatory rules & laws relating to the a public water system
- Performs all other duties as assigned by the Director of Operations or as apparent

Organizational Relationships:

- Prepares and presents reports as required
- Corresponds with water utility customers
- Minnesota Department of Health
- Minnesota Department of Natural Resource
- Other utilities
- Consultants, contractors and equipment vendors
- Professional associations
- Internal department supervisors and staff
- City staff as required

Essential Duties & Responsibilities:

- Provide direction and guidance to the Water Foreman and Water Operators

- Scheduling of personnel in the operation and maintenance of a Class A water system
- Monitor staff activities of the various treatment plants, pumps, pumping stations, hydrants, mains and meters throughout the distribution system
- Plan, organizes and evaluates the performance of assigned staff, establishing performance requirements and coaching for personal development targets
- Prepares and submits daily, monthly and annual reports as required
- Maintains complete and accurate reports and documents
- Manage and maintain the Well Head Protection Plan, Risk Management Plan and Emergency Plan
- Analyzes technical questions and provides guidance and recommendations to management and subordinate employees
- Coordinates project work Develops and disseminates public information and respond to customer concerns or complaints as required

Required Knowledge, Skills & Abilities:

- Knowledge of:
 - All aspects of producing and distributing potable water to customers primarily engineering, chemistry, math and related sciences
 - Environmental Protection Agency's Safe Drinking Water Act
 - Environmental Protection Agency's Risk Management Plan
 - Minnesota Department of Health rules regarding wells, water quality, plumbing code, etc.
 - Minnesota Department of Natural Resources standards regarding Water Design Principles
 - American Water Works Standards and Manual of Engineering and operating guidelines
 - OSHA Process Safety Management (PSM)
 - OSHA, PSM, DOH, and DOL temporary and permanent rules
- Skilled in:
 - Demonstrates a strong level of accountability and ownership
 - High degree of initiative and self-motivation
 - Must possess demonstrated writing skills
 - Communicating and presenting with groups and individuals
 - Analyzing and interpreting complex data and information to make sound decisions and recommendations
 - Organizing, planning prioritizing and implementing both short and long term goals
 - Operating computers and software programs applicable to the department
 - Managing the water system through SCADA programs
 - Managing an AMI and RNI system
 - Laboratory instruments and water quality testing

Qualifications:

- Preferred Bachelor's degree pertinent to the operation of water system and eight years of progressive experience in a Class A or B facility
- or a two-year certificate from an accredited college in municipal water supply and eight years of progressive experience in a Class A or B facility and;
- Five years prior water distribution leadership experience with documented management responsibilities
- Compliance with WMU's policies including Drug and Alcohol Substance Abuse Policy

Working Conditions:

- Work is performed in an office environment as well as outdoors.

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.

EMPLOYEE ACKNOWLEDGMENT

Employee

Date