

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Water Quality and Treatment Supervisor	CLASS. CODE: 0526
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	Water Superintendent	DATE: 7/1/2002

---

**Job Summary:**

Administers the Water and Quality Treatment program for the City of Salem. Plans and directs process controls and monitors programs for water treatment, distribution systems and watershed. Supervises and trains staff on the operations of the division.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Supervises, trains and assigns personnel with work, and advises, counsels or instructs individual employees on both work and administrative matters.
2. Provides direct supervision, responsible for making decisions daily and provides leadership and direction to staff. Prepares formal evaluation of employee performance and conducts performance appraisals.
3. Develops work plans for employees who need improvement, and plans and carries out the training and development of employees.
4. Plans, organizes, coordinates and administers a consolidated Water Quality and Treatment program for the City. Assures water treatment processes and procedures used meet Federal, State and local regulations and requirements.
5. Prepares and maintains control of the Water Quality program budget.
6. Prepares routine, technical and special reports for Federal, State and local regulatory agencies.
7. Reviews new and proposed Federal, State and local regulations and anticipates and plans for changes in staffing, budget or treatment processes.
8. Participates in planning and development of special studies and design improvements for the water treatment plant, water system and other related infrastructures. Makes recommendations to City staff and consultants to meet or exceed rules and regulations.
9. Prepares and updates on-the-job training programs as needed.
10. Interviews candidates and recommends new hires as needed.
11. Reviews records, reports, plans, documents, charts, graphs, payments, laboratory reports, technical studies, flow charts, diagrams, employment applications and time sheets.
12. Interacts with the Water Superintendent, Operations Manager, Director, engineering staff, inspectors, union representatives, State and Federal officials, consultants, vendors, manufacturers, job applicants, departmental staff and other City staff.

**Important Job Functions**

1. Prepares technical letters, reports, purchase orders and other correspondences.
2. Contacts vendors, suppliers, manufacturers for product information and trouble shooting. Contacts state or EPA officials for various certifications, etc.
3. Attends meetings as required.
4. Performs other duties as required by Water Superintendent.

**City of Salem**  
**CLASS SPECIFICATION**

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Scientific calculator
- Automobile
- Various instruments and equipment to operate water plant.
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in chemistry, biology or a related field; and,

Five (5) to seven (7) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Water Treatment Operator III

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Design and functions of water treatment processes and related system operations.
- Local, State and Federal laws, ordinances and regulations.
- Current literature, trends and developments in water industry.
- Contemporary office practices and procedures and basic office software products.

**Ability to:**

- Prepare required Federal, State and local reports.
- Supervise and manage staff.
- Use computers and various software packages.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand occasionally for extended periods.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.