

# SOUTHWEST REGIONAL WATER DISTRICT

An Equal Opportunity Employer

## POSITION DESCRIPTION

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<b>Appt. Authority:</b>	SWRWD Board of Trustees	<b>Position Title:</b>	Production Supervisor
<b>Department:</b>	Production	<b>Employment Status:</b>	Full-time
<b>Reports To.:</b>	Operations and Maintenance Manager	<b>FLSA Status/Pay:</b>	Exempt
<b>EEOC Job Group:</b>	(1.2) Managers	<b>US DOL Physical Strength Rating:</b>	Medium

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### QUALIFICATIONS:

- High school diploma or equivalent; and
- A thorough knowledge and understanding of regulatory requirements and the operational and technical requirements relating to water treatment and distribution, including a thorough knowledge of the operations of the District's two water treatment plants; and
- Extensive background and demonstrated experience with electrical and electronic operations and repair; and
- An ability to effectively and respectfully manage subordinate employees by successful communication of work expectations and feedback concerning job performance; and
- Excellent written and verbal communication skills including the ability to prepare formal correspondence, reports, bid documents, conduct group meetings, presentations, etc.; and
- A thorough understanding of the District's policies and procedures concerning the operations of his/her area of responsibility, the ability to participate in the development of new policies and procedures, and an ability to positively support and consistently and fairly enforce such policies; and
- Proficiency with a variety of office equipment and software products including but not limited to Microsoft Office, GIS, SCADA and other applications; and
- Ability to develop and administer budgets and employ fiscal management tools to ensure efficient operations.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

- Valid Driver's License; and
- Ohio Class III Water Supply License.

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

Personal computer, printers, fax machine, telephone, copier, and other standard business office equipment, motor vehicles.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.) and water facilities (chlorine, fluoride, phosphoric acid, caustic soda, etc.) and has exposure to possible injury due to unclean or unsanitary conditions. Employee may also perform inspection of projects, and other work outdoors in adverse conditions for extended periods of time. The position may require other duties, including assisting and or relieving other operating personnel during absences. It may occasionally involve operation of hydrants and valves, and opening meter pits or vault lids. Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

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

- 40% Supervision: Exercises independent judgment: continual supervision and scheduling of work assignments for any and all work performed by staff; confirms productivity of employees; responsibly directs all rules, regulations, policies, agreements, and safety policies; coaches, counsels and issues appropriate discipline for violations or non-compliance; approves timesheets and leave use requests; performs fair and accurate performance assessments; participates in hiring, promoting, and discharging departmental staff; assists in collective bargaining preparation.
- 30% Operational and Regulatory Compliance: Ensures consistent and efficient operation of treatment facilities and associated production wells; collects, interprets, prepares, records, submits and archives data; ensures compliance with all Federal, State and Local regulations; stays abreast of pending future regulations and makes preparations for compliance; performs all testing necessary for process control and to ensure compliance; responds to customer questions and complaints regarding water quality.
- 20% Preventive, Predictive and Reactive Maintenance: Establishes weekly, monthly, quarterly and annual preventive maintenance schedules for equipment and all central and local components of the SCADA equipment at all District facilities. Oversees and coordinates work of consultants/contractors.
- 10% SCADA: Responsible for the District's Supervisory Control and Data Acquisition System (SCADA). Specifies, procures, installs, programs items of telemetry to enable the transmission and storage of data associated with the operation of the water system.
- Meets all job safety requirements and all applicable PERRP safety standards that pertain to essential functions.

### OTHER DUTIES AND RESPONSIBILITIES:

- Demonstrates regular and predictable attendance.
- Regularly performs supervisory duties outside normal business hours.
- Performs other duties as required.

### MINIMUM ACCEPTABLE CHARACTERISTICS:

- **Knowledge of:** basic accounting; budgeting; database use; Capital Improvement Planning; safety practices and procedures; EPA laws and/or regulations relating to water operations and distribution; District goals and objectives; District policies and procedures; PERRP rules and regulations; water treatment plant operating procedures; water treatment regulations; utility construction, maintenance, and repair; water distribution system construction, maintenance, and repair; water distribution principles and practices.
- **Skill in:** use of office equipment, GIS, SCADA, word processing and spreadsheets, CMMS, and e-mail.
- **Ability to:** interpret a variety of instructions in written, oral, picture or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw

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valid conclusions; understand, interpret and apply laws, rules, or regulations to specific situations; calculate fractions, decimals and percentages; complete routine forms; prepare charts, graphs, or plans; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; read blueprints; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; perform medium work.

### POSITIONS DIRECTLY SUPERVISED:

- Plant Operator
  - Troubleshooter
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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 all the pages of my position description, and that I understand the contents.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(SWRWD Representative Signature)

\_\_\_\_\_  
(Date)