



City of South Bend

Vacancy Announcement

SUPERVISOR-OPERATIONS (WATER TREATMENT)

Category: Full Time
Department: Public Works/Utilities/Water Works-North Station
Reports To: Manager-Operations
Schedule: Monday-Friday, 7:00 am-3:30 pm; 24/7 on-call for emergencies. Hours may vary based on departmental need.
Pay Rate: \$52,000-\$62,000/yr. (Exempt)
Position: SUMMARY

Supervises water treatment plants using ground water and treat so that it is safe to drink and meet all Safe Water Drinking Act standards. This process includes filtering; disinfecting; balancing the chemistry, taste and odor; and testing for microorganisms. Because these functions occur 24 hours a day, a plant supervisor/operator must sometimes work night shifts. This position requires 24 hour on-call for emergencies and also includes an on-call rotation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Actively supports the mission statements of the City and the Utility.
- Assists with hiring, training, team building, and evaluation of water personnel.
- Looks for and makes recommendations for improvement.
- Monitors computerized controls to insure the proper water flow, pressure and disinfection.
- Checks and reports all daily pumping records and running of equipment.
- Collects water samples for laboratory tests on water quality, disinfection levels, taste, odor and more.
- Inspects processes and equipment for proper operation.
- Calculates chemical mixtures and usage levels.
- Inspects for chemical leaks and failures.
- Backwashes filter cells/keeps track of wasted water and cell backwash frequency.
- Makes critical decisions on PLC setup.
- Manages and instructs other employees on maintenance and repair.
- Ensures that good housekeeping and safe work practices are followed.
- Records data and reports on water quality required by state and federal governments.
- Assists the Manager-Operations/or Manager-Maintenance of Water Treatment in the operations, pumping and treatment stations.
- Oversees all pumping personnel and checks the status of the equipment during the shift.
- Supervises hourly personnel. Records and maintains working schedules of all personnel and timecards. Arranges coverage of personnel on sick leave, holidays and vacations.
- Ability to make critical decisions and act on them.
- Assists in operations, maintenance and supervision of all personnel and equipment.
- Directs cleaning, painting and ground keeping duties of all locations (Well Fields and Water Works Structures).

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes additional responsibilities as assigned or as judgment/necessity dictates.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below 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.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent education required.
- At least three years of pumping operations experience.
- Supervisory background is desired.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Extensive computer knowledge and experience in spreadsheets, observing equipment, gauges, computer screens and other visual devices.
- Ability to use and understand Microsoft Word, Excel and Outlook.
- Ability to effectively deal and communicate with employees, customers and contractors, write reports, read maps and plans and be on call for emergencies.
- Must have Programmable Logic Controller understanding.
- Ability to understand mechanics and logic distribution of water.
- Knowledgeable in safety hazards and precautionary measures.
- Ability to perform in adverse weather conditions.
- Strong interpersonal and problem-solving abilities.
- Strong communication skills, both written and oral.
- Strong analytical skills.
- Must perform all job functions with honesty and professionalism.
- Must be able to climb elevated storage tower.
- Must be able to plan and direct the work of others.
- 24 hour on-call for emergencies.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License required.
- Ability to obtain State Grade WT3 Operator's License as soon as practicable.

EQUIPMENT

Computer, vehicle, phone, shovels, brooms, lawn mower, pressure washer, hand tools, safety equipment, PPE, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, bend, crouch or crawl. The employee must lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a standard office setting and in the field. Some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions can be submitted online at <https://southbendin.gov/employment> or at the application kiosks: 12th floor of the County-City Building (227 W. Jefferson Blvd.); Martin Luther King Jr. Recreation Center (1522 W. Linden); or O'Brien Fitness Center (321 E. Walter St.).

Pre-employment drug screen required