

**JOB DESCRIPTION**  
**CITY OF ALEXANDER CITY, ALABAMA**

**Water Treatment Superintendent**

**Grade 22 Salary \$47,900**

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**JOB DEFINITION**

The superintendent is responsible for the continuous operation and maintenance for the delivery of safe, clear, and sufficient water to Alexander City and other customers. This is a technical and skilled position performing supervisory, administrative, and related work in managing personnel, equipment, and materials related to the production of potable water. The incumbent is required to perform tests and observations necessary for the proper operation of the Water Treatment Plant and to satisfy the appropriate reporting agency's regulations. Incumbent works under the general supervision of the Mayor.

**ESSENTIAL FUNCTIONS**

- Develops and implements procedures for the safety of employees and equipment.
- Serve as operator responsible and in charge for the production of potable water.
- Supervise and participate in all day to day functions of the water treatment plant, raw water pumping stations, elevated storage tanks, and related control systems.
- Evaluate work demands; assign and supervise work of subordinates engaged in producing potable water and maintaining quality assurance.
- Determine materials and equipment needs and participate in budget preparation.
- Develops and manages budget for Water Treatment Plant
- Conduct interviews; participate in the selection of new employees
- Check chemical feed rates and make necessary adjustments.
- Control potable water production rates to meet fluctuating demands.
- Manage quality control program in accordance with regulatory guidelines and to assure water quality.
- Manage flushing program to keep water mains fresh.
- Responds to inquiries from the public and regulatory agencies.
- Interact with customers and general public on water quality issues.
- Write requisitions; generate purchase orders; and track materials disposition.
- Prepare records and reports.
- Keep abreast of Federal, State, and Local regulations related to potable water.
- Render assistance to other sections within the department of City as required.
- Perform other job related duties and special projects as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Extensive knowledge of state of the art water purification methods and procedures.
- Extensive knowledge of the required legal standards and reports.
- Extensive knowledge of chemical ratios and operation of related equipment.
- Good critical thinking and problem solving skills.

- Ability to express thoughts clearly and effectively, both verbally and in writing.
- Ability to read well and grasp the meaning of written communications.
- Ability to understand physical and biological processes.
- Ability to understand general chemistry.
- Ability to use basic arithmetic and geometry.

## **QUALIFICATIONS**

- Bachelor degree preferred in Environmental Science, Chemistry, Microbiology, or related field.
- At least one (1) year of supervisory experience.
- Five (5) years of progressively responsible experience in the operation, maintenance, and repair of a municipal water purification plant.
- Certified by the State of Alabama as a Grad IV Water Treatment Plant Operator.
- Possess a valid Alabama driver's license and a driving record suitable for insurability.
- Willing to travel overnight to attend continuing education courses and workshops.
- Be physically able to perform the essential functions of the position.
- Willing to work non-standard hours as required.

## **POSTING DATES: 2/8/18 – 2/16/2018**

- City Employees interested and qualified for this position should contact Kathy Railey at 256-329-6782.
- Seniority alone will not be the determining factor. Probationary Employees are not eligible to apply.
- Applicants must meet all requirements. External applicants can come to City Hall to fill out an application.

**Alexander City is an Equal Opportunity Employer**