



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	TREATMENT PLANT SUPERINTENDENT	<b>Department:</b>	WATER
<b>Job Code:</b>	5430	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	EX-3

### Summary

This is technical, supervisory work managing a major water/wastewater treatment complex including pumping stations.

Work involves responsibility for prioritizing, planning, organizing staffing and managing plant operations, maintenance and other functions. An employee in this class consults with and advises a technical supervisor with respect to proposed changes in staffing, policies and capital improvements. Work is reviewed through an evaluation of the efficiency and effectiveness with which the several components of the treatment processes operate.

### Duties and Responsibilities

- Manages continuous operation (24 hours/day, 7 days/week) of water/wastewater treatment facilities and associated pumping stations.
- Establishes guidelines for the efficient and effective operation of water/wastewater facilities and uses written and verbal communication to advise personnel of changes.
- Initiates improvements to optimize performance of facilities.
- Recruits, interviews and selects candidates for hire as plant operators and shift supervisors.
- Provides formal and informal training of operations personnel (all levels) and helps with career development plans.
- Administers effective implementation of various city policies and procedures.
- Recommends improvements in policies, staffing and plant equipment to a technical supervisor.
- Ensures proper priority is given to repairs of critical plant equipment.
- Manages various contracts needed to support the operations.
- Orders chemicals and supplies needed for the operation.
- Communicates with managers from other divisions, departments and municipalities.
- Evaluates work hazards, recommends safety improvements and enforces safe work practices.

- Promotes public education and public relations for the division.
- Assists supervisor in the annual preparation of the operations budget by providing expenditure estimates, expenditure justification, and recommended changes in funding levels.
- Manages data necessary to evaluate cost effectiveness of methods of operation and implements improvements.
- Learns how to operate new equipment and ensures that manufacturers' recommendations for operation and maintenance are implemented.
- Performs related duties as required.

## **Technical Skills**

Extensive knowledge of:

The principles and practices of water/wastewater treatment.

Thorough knowledge of:

The operation and maintenance of plant equipment.

Modern supervisory and human relations principles and techniques.

Hazards and safe work practices.

Federal and state regulations applicable to the facilities to which assigned.

Emergency procedures for injuries, power outages, equipment failures, flooding, etc.

Considerable knowledge of:

Technological developments in equipment, instrumentation and processes for water/wastewater treatment.

Training materials and programs available for skills development.

City purchasing procedures.

City and departmental rules and regulations.

Energy conservation and techniques and methods for minimizing costs.

Ability to:

Lay out, direct and manage a large number of employees in a manner conducive to full performance.

Effectively communicate with operations personnel on all shifts using both written and verbal forms of communication.

Establish and maintain effective working relationships with superiors, subordinates, associates and the public.

Understand and effectively implement various rules and regulations.

Learn advanced concepts in water/wastewater treatment.

Make sound decisions concerning the priorities of both operations and maintenance work, especially in emergency situations.

Diagnose problems and develop effective solutions.

Recognize opportunities for improving operation and implementing new ideas.

## **Education and Experience**

High school graduation and two (2) years experience at the level of Chief Plant Operator.

## **Certificates/ Licenses/Special Requirements**

- Possession of an A-level operator certification in water/wastewater issued by the Missouri Department of Natural Resources.
- Must pass a background check as prescribed by the City.
- May be required to pass a preemployment drug screen

## **Supervisory Responsibility**

Supervision is exercised over a moderate number of technical, skilled, and semiskilled employees.

## **Supervision Received**

Work is performed under the general technical and administrative supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

<b>Created</b>	9/06
<b>Revised</b>	8/22