

---

**DEPARTMENT:** South Martin Regional Utility      **CLASSIFICATION:** Full-time  
**FLSA DESIGNATION:** Hourly / Non-Exempt  
**APPROVED BY:**

---

**REPORTING RELATIONSHIPS**

Position Reports to: Water Division Manager  
Position(s) Supervised: One to three Water Plant Operators

---

**DISTINGUISHING FEATURES OF THE POSITION**

This is a technical, supervisory position responsible for overseeing the daily operation and maintenance of the water treatment plants and water wells, and producing safe drinking water in accordance with Federal and State regulatory requirements. This position is considered a “working supervisor,” performing technical tasks in addition to supervisory duties.

---

**DUTIES AND RESPONSIBILITIES:**

- Supervises staff in the conduct of the daily operation of the water treatment plants; coordinates daily work activities of subordinate staff.
  - Performs all duties and responsibilities associated with the Water Plant Operator position.
  - Coordinates with Water Division Manager and Water Plant Operators regarding facility and equipment status, project planning and scheduling, prioritization of tasks, and related activities.
  - Trains and mentors operators as necessary.
  - Collects water samples at various locations; performs chemical tests and laboratory analysis of water samples; performs lab equipment calibration.
  - Takes readings of equipment settings and chemical levels; records data into computers.
  - Monitors computerized display of plant operational status and water quality parameters.
  - Adjusts valve and equipment settings which control chemical flows and mixing, as necessary.
  - Operates, maintains and repairs pumps, motors and equipment.
  - Maintains water reservoir levels, system pressures and industrial equipment.
  - Prepares reports and logs for regulatory agency reports.
  - Maintains a clean and safe physical environment in the plants and well fields.
  - Responds to automatic system alarm calls after hours; troubleshoots and corrects problems; advises supervisors as necessary.
  - Operates emergency power generators, electrical switchgears, and various industrial equipments.
  - Assists in Town/SMRU preparations for severe storms, hurricanes and other weather emergencies and is considered an essential first responder following a major weather/emergency event.
  - Assists in post-storm damage assessment, clean-up and repair.
  - Provides advice and recommendations to Water Division Manager.
  - Drives throughout the service area.
  - Assists other utility divisions as necessary.
  - Performs related duties as necessary.
- 

**EDUCATION / CERTIFICATION:**

- Graduation from high school or equivalent is required.
- Florida Class B Water Plant Operator's Certification is required; Class A is preferred.
- A valid Florida driver's license is required.
- Some college course work or advanced training is required in water operations, supervision, infrastructure management, or related subjects.

**EXPERIENCE:**

- Five years of progressively responsible experience in water treatment plant operation is required; at least two years of experience should be in a supervisory role.
- Reverse osmosis experience is preferred.
- Other combinations of experience and education that meet the minimum requirements may be substituted.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of water utility operations and management.
- Knowledge, skills and abilities associated with the Water Plant Operator position.
- Knowledge of scheduling and managing a variety of concurrent tasks.
- Knowledge of leadership and supervisory styles and techniques.
- Knowledge of the occupational hazards and safety precautions applicable to water production.
- Knowledge of hazardous chemical handling and proper emergency response to exposure.
- Ability to supervise effectively in order to achieve desired work results.
- Ability to communicate effectively, orally and in writing.
- Ability to read, understand and comply with federal, state and local regulations.
- Ability to read, understand and follow operations and maintenance manuals.
- Ability to understand and perform basic math.
- Ability to use computer for writing reports, recording data, E-mail and Internet.
- Ability to operate specialized computer systems used in water production and distribution.
- Ability to maintain records and prepare clear and concise reports regarding plant operation.
- Ability to work cooperatively with utility staff, management and the general public.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions.
- Ability to determine the best course of action in a variety of circumstances.

**WORKING CONDITIONS**

Must be able to work outside in all types of weather conditions while performing job duties; must be able to work indoors with or near toxic or caustic chemicals; must be able to work around loud noises, mechanical and electrical hazards; must be able to work within confined spaces occasionally.

Must be able to work with physical dexterity, walking or standing for long periods of time; must be able to lift or move 50 pounds routinely, and move up to 100 pounds on occasion; must be able to use sensory perception (sight, hearing, touch, smell) to help determine the nature of a situation and to help make operational decisions.

## **DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed in an attempt to illustrate job functions and basic duties, in addition to 'peripheral tasks' or that could generally be considered "other duties as assigned". In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions.*

### **ADVERTISEMENT LANGUAGE:**

*Job Title:*