



City of Cherryville

Job Title:	Water Plant Superintendent.	Job Category:	Public works.
Department/Group:	Water Plant/Public Service.	Job Code/ Req#:	
Location:	Water Plant.	Travel Required:	Local/regional/state travel.
Level/Salary Range:		Position Type:	
HR Contact:	Paige Green, City Clerk	Date Posted:	November 2023
Will Train Applicant(s):		Posting Expires:	
External Posting URL:	http://www.cityofcherryville.com		
Internal Posting URL:	http://www.cityofcherryville.com		

Applications Accepted By:

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CITY OF CHERRYVILLE

116 SOUTH MOUNTAIN STREET

CHERRYVILLE, NC 28021

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Job Description

ROLE AND RESPONSIBILITIES

The water plant superintendent oversees the day-to-day operation of the municipal water system and supervises the work crews. The superintendent prepares reports on water usage for public information and makes sure the water system complies with all federal, state and local water quality standards. The superintendent represents his department at city council meetings and other public functions. The superintendent prepares the budget for the department. The superintendent is also responsible for equipment inspection, maintenance and repair. This position is part of the public works/city municipal maintenance department.

The main job of a water plant superintendent is to typically to oversee and monitor and record the performance of computerized equipment that purifies, regulates and analyzes the water supply for the city. A knowledge of generators, valves, meters, control panels and pumps are essential. The water plant superintendent typically makes regular physical inspections of the plant on an hourly or semi-hourly basis by walking around the plant and observing the performance of each piece of equipment and the operators working in the plant.



QUALIFICATIONS AND EDUCATION REQUIREMENTS

A high school diploma or GED are minimum requirements for most entry-level water plant superintendent jobs. Superintendents must have on-the-job experience working with municipal water systems. Water and wastewater systems must meet state guidelines, and a superintendent must hold the highest-level credentials required by the state of North Carolina to operate a water system. Desired educational requirements are an associate degree or professional certificate levels, with demonstrated skills in daily management and operation of the water treatment plant operations on a particular shift.

PREFERRED SKILLS

Certified Professional in water plant operation and/or hydrology. Three to five years' experience as a water plant supervisor/operator.

ADDITIONAL NOTES

- Supervise effective maintenance of all water purifying equipment in the water plant.
- Ensure compliance to all Federal, State and local laws and regulations.
- Train and supervise efficient working of staff, maintain and perform tests on various plant equipment.
- Operate Supervisory Control and Data Acquisition program effectively.
- Monitor water inventory and labor allotment with help of computerized maintenance and management system.
- Monitor and interpret all charts and graphs for test results and monitor treatment process of the water plant(s) according to quality standards.
- Analyze reports and communicate poor quality results to officers.
- Maintain and update accurate records for treatment process and prepare log deliveries for the entire water plant operation.
- Maintain and calibrate various electronic and mechanical equipment.
- Prepare and document all data for treatment facility for raw water and high service pump stations.
- Monitor all operational issues and report any malfunctions.
- Assist to install water treatment facility and analyze equipment requirements for chemical and biology laboratory.
- Administer treatment plants and perform operational adjustments for various residual and hardness.
- Maintain efficient use of pump, ensure appropriate lubrication for all machines, and monitor water pressure.
- Prepare and submit monthly reports for smooth functioning of plant operations.



- Perform regular maintenance work on chemical feed systems and alarm signals on computer control system.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Cover other administrative duties when required.
- Maintain electronic and manual filing systems.
- Handle sensitive information in a confidential manner.
- Take accurate recordings from water processing equipment.
- Coordinate water treatment procedures.
- Reply to email, telephone or face-to-face enquiries.
- Develop and update administrative systems to make water treatment more efficient.
- Resolve administrative problems.
- Answer telephone calls and relay accurate information.
- Oversee and supervise the work of junior staff.
- Greet and assist visitors to the water plant.
- Photocopy and print out documents as needed.
- Other duties as assigned by department head or City Manager's Office.

Physical demands and abilities

- Regularly spend long hours standing/walking and using office equipment, water processing devices/equipment and computers.
- Regularly move from sitting to standing positions effortlessly.
- Regularly work on repetitive tasks.
- Regularly use hands and fingers to handle, control or feel objects.
- Regularly hold the arm and hand in one position or hold the hand steady while moving the arm.
- Regularly use headphones and earpieces.
- Regularly see details of objects that are less than a few feet away.
- Regularly speak clearly, so listeners can understand.
- Regularly understand the speech of another person.
- Frequently bend to file and maintain files.
- Occasionally lift 5-150 pounds.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time