



Job Description
Department: Water
Operations
Pay Band: # 7
FLSA Status: Non-Exempt

Water Operations Plant Supervisor

Job Description

Role:

Under the general supervision of the Water Operations Manager, performs work supervising assigned water operations staff and performing assigned duties related to the efficient and proper operation of the water treatment facilities operated by the Bedford Regional Water Authority (“Authority”).

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Serve as a supervisory position for assigned water operators.
 - Coordinate all plant operational changes with the Water Operations Manager.
 - Ensure the completion and recording of daily operational tests.
 - Ensure all collection and delivery of samples as required.
 - Coordinate all maintenance tasks necessary for continued operation of plant(s) and facilities assigned and maintain files for each location to assure adequate preventative maintenance is performed on equipment.
 - Complete all necessary monthly reports and documentation on time to allow the Water Operations Manager adequate time to review, complete, and send to appropriate Federal and State Agencies before the 10th day of each month.
 - Ensure quarterly holding pond samples are taken each quarter, and discharge reports are turned in to the Water Operations Manager for review at the end of that quarter.
 - Coordinate and review the maintenance of daily bench sheets on all testing, calibrations, chemical additions, and maintenance performed.
 - Ensure that all buildings and grounds are kept clean and neat in appearance.
 - Observe and practice all standard safety practices.
 - Assist the Water Operations Manager with personnel scheduling to ensure all shifts are properly covered in all areas of operation. Fill in as necessary in the case of other operators being absent.
 - Ensure customer complaints are handled in a timely manner. This may include home visits to collect water samples and flushing.
 - Maintain assigned vehicle.
 - Assist technicians in maintenance, installations, and emergency repairs when necessary.
 - Perform other tasks and duties as assigned by the Water Operations Manager.
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Minimum Qualifications:

- Class II water operator's license in the State of Virginia.
- Valid Virginia driver's license and comply with the Authority's Vehicle and Equipment policy.
- Be organized, analytical, decisive, and self-motivated.
- Must possess the ability to obtain a category six aquatic pesticide license from Virginia within one year of hire.
- Two or more years of experience in water operations is preferred.
- Ability to make sound decisions related to their work and the other's work without input from the Water Operations Manager.

Additional Information:

- This position has supervision responsibility over assigned staff. Responsibilities include rewarding, disciplining up to but not including termination; training; planning, assigning, and directing work; addressing complaints, and resolving problems.
- Normal work hours are 7:30 a. m. to 4:00 p.m. with thirty (30) minutes for lunch. Shifts may be altered as found necessary. Weekend and holiday work may be required. Being on-call or called in to work on emergencies and other repairs is also a responsibility for this position. The position is considered essential personnel.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit little of the time but may walk or stand for most periods of time.
- This classification involves frequent physical agility requirements such as climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions, and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas, and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

Employment Eligibility/Work Authorization Requirements:

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

Condition of Employment:

This position serves at the will of the Executive Director.

The employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Print Name

Date Signed

Signature