



Supervisor Municipal Water Treatment Plant **City of Covington, VA**

General Description

The City of Covington Water Treatment plant serves citizens and businesses in both the City of Covington and parts of Alleghany County. Our team seeks a dynamic and enthusiastic supervisor to lead our plant located on the Jackson River in the northern area of the City.

Essential Job Functions:

As a working supervisor/operator, the Water Treatment Plant Supervisor is directly responsible for overseeing and managing the operation, plant maintenance, laboratory, property, and other functions of the water treatment department.

- Maintaining compliance with local, state, and federal regulations including water sample collection, water testing related to plant operations, and preparing and maintaining a variety of required reports
- Acting as the operator-in-responsible-charge (ORC) for the water treatment plant
- Providing supervision, leadership, and developmental coaching to staff employees ensuring performance expectations are met
- Scheduling staff to meet operational and service demand needs
- Monitoring and recognizing operational needs
- Working with the Virginia Department of Health (VDH), Virginia Department of Environmental Quality (DEQ), and other regulatory agencies as needed
- Developing and managing the operational budget for the facility
- Program development related to Standard Operating Procedures, operational efficiencies and planning
- Continuing to provide high-quality water
- Overseeing Plant and equipment maintenance and related projects
- Assisting in all aspects of plant operations and maintenance, as needed
- Other Applicable duties as assigned.

Education and Experience

High School diploma or GED and five years' experience; or any equivalent combination of education, training, and experience.

Special Qualifications

- Valid Commonwealth of Virginia driver's license.

- Supervisory experience and possession of a valid Class 1 Waterworks Operator License from the State of Virginia is preferred yet a Class 2 License will be considered if the applicant acquires a Class 1 License within an established timeframe.

Knowledge, Skills, and Abilities:

- Knowledge of water treatment, Chemistry, Microbiology, or Engineering.
- Knowledge of Windows based programs commonly used in the industry.
- Knowledge of the plant Supervisory Control and Data Acquisition (SCADA) software programs as well as the plant computer operated alarm software programs.
- Knowledge of and the ability to operate equipment and tools used in the operation of the Plant, including computers, water and electrical test equipment, large pumps, and various motor vehicles.
- Ability to act as a representative of the City to the public.
- Ability to efficiently and effectively direct the work of others.
- Ability to effectively communicate both verbally and in writing with customers, employees in other departments, suppliers, supervisor, and subordinates.
- Ability to operate a personal computer and input and retrieve data.
- Ability to develop a cohesive work unit capable of performing a multitude of tasks.
- Ability to accurately read and record data from water samples, charts, and gauges, calculate flow and chemical feed rates, read, and comprehend State and Federal regulations regarding water treatment, perform basic math skills, operate standard office equipment, including telephone, facsimile machine, electronic mail system, calculator, personal computer, and to understand verbal and non-verbal instructions.
- Ability to perform as a team member and through positive words and actions, support co-workers and City policies.
- Ability to respond properly in emergency situations and to complete assignments under pressure.
- Ability to respond politely to customers, co-workers, management, and to the general-public.
- Ability to work a 24-hour, on-call status, handling any emergencies that may arise.
- Ability to use or repair small, medium, and heavy equipment and machinery.

The City of Covington offers equal employment opportunities to all job applicants and employees. All employment policies and practices shall be free from discrimination based on race, color, religion, gender, age, national origin, political affiliation, disability, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.