



City of Phoenix WATER FACILITIES SUPERVISOR

JOB CODE 50390

Effective Date: 11/12

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to provide overall facility management for one of the following areas of responsibility: a large regional wastewater treatment plant, multiple water treatment plants, multiple remote facilities or the electrical and instrumentation programs. Incumbents are required to manage facility budgets; request capital improvement projects; provide team guidance; promote, assess, and implement team initiatives; and serve as principal liaison for outside facilities activities. The nature of the work is such that considerable independence is allowed in directing the overall operations of the assigned facility. This position reports directly to a division superintendent or function head who formulates policy and provides general direction. Performance is evaluated through observation, conferences, reports and/or results obtained.

ESSENTIAL FUNCTIONS:

- Plans, directs, and supervises the work of supervisory, skilled, and semi-skilled personnel engaged in the operation, maintenance, and new construction of complex water and/or wastewater plant or system facilities;
- Tracks and monitors large facility operations and economics;
- Ensures facilities maintain all Federal, State and City regulations during day-to-day operations;
- Prepares budgets and performs cost analysis, cost avoidance, and cost projections;
- Evaluates facility expenditure estimates and base budget requests, and makes necessary adjustments;
- Plans and implements short-term and long-term operations schedules;
- Inspects facility to ensure maximum operational efficiency and reduce unscheduled down time;
- Responds to operational, electrical, and mechanical problems, and develops and implements solutions;
- Prepares narrative and statistical reports to Department/Division management on facility operations, treatment, or service delivery, commodity and chemical usage, and equipment replacement and repair needs;
- Confers with engineers, process control specialists, and/or consultants on facility operation problems;
- Researches and evaluates requirements for commodities, services, personnel, and training needs;



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- Participates in developing plans for new equipment installations, enlarging process capabilities, and general rehabilitation or modernization of existing facilities;
- Develops and supervises the application of techniques and methods in various process or system controls to increase the efficiency of facility operations;
- Works directly with engineers and consultants on various studies and pilot programs;
- Develops specifications for new equipment and negotiates and monitors service contracts;
- Researches and develops procedures for testing new and bid-qualifying products and analyzes and evaluates results;
- Promotes team involvement and participation in setting goals, priorities, and strategies for safe, efficient, and effective plant/facility operations;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Applicable State and Federal regulations.
- Principles, methods, materials, and equipment of the water and/or wastewater industry and/or NFPA 70E and Arc Flash Standards
- Functions and mechanics of facility machinery and equipment, and of routine and emergency service and maintenance requirements.
- Occupational hazards and safety precautions of the work.
- Principles and practices of finance and budgeting.
- Research techniques and statistical analysis.
- Modern employee management techniques closely aligned with an empowered and team-oriented workforce.

Ability to:

- Plan and direct the operations or electrical/instrumentation work of major water or wastewater plants and/or facilities.
- Perform a broad range of supervisory responsibilities over others.
- Organize skilled work groups to pursue common and mission critical objectives.



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- Communicate orally in the English language with customers, clients, and the public using written correspondence, telephone, electronic-messaging, or in one-to-one or group settings.
- Produce written documents in the English language with clearly-organized thoughts with proper sentence construction, punctuation, and grammar.
- Develop sketches and drawings of proposed work and effectively communicate ideas.
- Read, understand, and interpret construction plans and specifications.
- Organize data and present information and recommendations in a logical format both orally and in writing in the English language.
- Work cooperatively with superiors, subordinates, engineers, consultants, contractors, other City departments, outside agencies and the public.
- Work safely without presenting a direct threat to self or others.
- Travel across rough, uneven, or rocky surfaces at a treatment plant or facility.
- Enter data or information into a terminal, PC, or other keyboard device.
- Comply with the Confined Space Entry procedure as approved by the Occupational Safety and Health Administration.

Additional Requirements:

- Possession of the appropriate Grade III State of Arizona Department of Environmental Quality (ADEQ) certification is required for positions responsible for water/wastewater treatment facilities at time of application and an ADEQ grade IV by the end of the probationary period.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of experience in the operations and maintenance of water or wastewater treatment plants (or related system facilities) or electrical or instrumentation in an industrial environment, including three years in a supervisory capacity directly associated with such plants or related facilities, and an associate's degree which includes course work in water/wastewater treatment, biology, chemistry, mathematics, management or administration, civil engineering, electrical engineering or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.



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