

**CITY OF MILLEDGEVILLE****JOB ANNOUNCEMENT**

**POSITION:** Water Treatment Superintendent

**DEPARTMENT:** Water Treatment Plant

**SCHEDULE:** Full-Time - 8-hour shifts  
Weekends, Holidays and On Call (When Needed)

**SALARY:** Negotiable Dependent Upon Experience and Education

**JOB ANNOUNCEMENT:** November 8, 2018 – January 11, 2019

**JOB SUMMARY:**

This position is responsible for the managing and supervising of daily operations of two water treatment facilities for the City of Milledgeville. Will have direct supervision over Assistant Superintendent, Water Treatment Plant Operators, Maintenance Mechanic, Laboratory Technicians and Administrative Clerk. This position reports directly to the City of Milledgeville Water & Sewer Director.

**MAJOR DUTIES:**

- Plans, directs and manages water treatment plant operations.
- Monitors operations; adjusts procedures and methods to comply with permits and regulations.
- Oversees department budget and provides budgetary input during budget preparation phase.
- Monitors expenditures under existing budget.
- Develops and implements both short and long-term goals and objectives for successful plant operations.
- Ensures that plant operations are in compliance with applicable state and federal regulations; ensures that all operators are properly certified.
- Serves as primary contact for the Environmental Protection Division and other regulatory agencies.
- Provides monthly and annual reports required by the state Environmental Protection Division.
- Requisitions and purchases equipment, supplies, and chemicals.
- Provides reports as needed to Water & Sewer Director.
- Trains, counsels, and supervises subordinate personnel; and coordinates work schedule.
- Performs inspection of plant operations.
- Attends training classes and seminars to remain abreast of industry practices and technology.

**KNOWLEDGE REQUIRED FOR THIS POSITION:**

- Knowledge of city and department policies and procedures.
- Knowledge of federal and state rules and regulations governing water treatment.
- Knowledge of the equipment, materials, and operating practices of a water treatment plant.

Knowledge (cont'd)

- Knowledge of chemical and physical processes of water treatment plants
- Knowledge of mechanical, electronic, and electrical processes.
- Skill in planning, directing, organizing, and inspecting the work of plant personnel.
- Skill in mathematics and chemistry.
- Skill in management and supervision
- Skill in reading blueprints and schematic designs.
- Skill in using water treatment tools and equipment such as pumps, motors, gauges, computers, and laboratory equipment.
- Skill in written and oral communications.

**MINIMUM QUALIFICATIONS:**

- College degree (Bachelor's) with a strong level of course work in in chemistry, biology, and environmental science from an accredited university or college.
- Three to Five years' experience within this industry.
- Valid State of Georgia Driver's License
- Class I Water Treatment Operator's Certificate issued by the State of Georgia.
- Skill in oral and written communications.
- Skill in operating a computer, including Excel.
- Skill in performing advance mathematical calculations.
- Ability to follow all required safety procedures

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position)