

**Doyon Utilities, LLC**  
**Job Description**

<b>JOB TITLE</b>	Water Treatment Plant Superintendent	<b>LOCATION</b>	JBER WTP
<b>REPORTS TO</b>	Site Manager or Designee	<b>HOURS</b>	40 Hours per week
<b>TYPE OF POSITION</b>	Full Time, Regular	<b>SCHEDULE</b>	M-F 7:30am-4:00pm
<b>WAGE RANGE</b>	DOE	<b>FLSA STATUS</b>	Exempt
<b>BARGAINING GROUP</b>	N/A	<b>DATE</b>	03/20/2018

**POSITION OBJECTIVES:** The Water Treatment Plant Superintendent is responsible for planning, scheduling and supervising the operational maintenance of the JBER Water Treatment Plant and for ensuring the safe and efficient operation of the plant. As the Superintendent, the position is responsible for data gathering and reporting of water quality, operational and compliance measures. This position must also perform a variety of manual, monitoring, testing and reporting functions to ensure proper operation of a Class IV water treatment plant in producing, storing and distributing water that meets Federal and State standards for drinking water. The Superintendent must be capable of identifying problems and implementing solutions before they adversely impact the quality of water produced at the plant and exercise considerable independence of judgment while supervising and coordinating shift and plant operations. While much of the work may be routine in nature, the Superintendent must be constantly alert to and aware of the operating conditions of various equipment such as pumps, motors, chemical feeders, instruments, valves, etc. The Superintendent will be responsible for providing technical guidance and assist in training other operators during familiarization and on-the-job training. Employee must maintain an ADEC Certificate for Water Treatment Plant Operator IV.

**MAIN ACTIVITIES:**

1. Supervision of Water Treatment Plant personnel and equipment operation and maintenance. Superintendent performs oversight of operations and maintenance work performed including quality assurance and quality control. This is a 24-hour a day, seven day a week water plant operation that includes full time operations shift coverage.
2. Crew personnel scheduling, and personnel vacation approval while managing and minimizing overtime.
3. Coordination with outside laboratories for required sampling schedules and testing responsibilities.
4. Managing of chemical inventory and scheduling of orders/deliveries to ensure an adequate supply is maintained on hand at all times.
5. Coordinating with outside contractors for work not performed by in-house workforce. This includes quote requests, scheduling, work coordination and quality control upon work completion.
6. Scheduling and assignment of routine preventive and unscheduled corrective maintenance work within a computerized maintenance management system. This includes responsibility of water treatment plant inventory and billing.
7. Administrative duties include overall water treatment compliance and operations data collection, reporting and recordkeeping.
8. Superintendent must be able to perform operator duties in the event of a lack of staffing, including a variety of monitoring tasks which involves start-up and stopping of pumps, analyze and interpret plant production and lab reports and direct adjustments to plant operations based

on the production data, make adjustments to chemical feeders, prepare chemical solutions, adjust valves, backwash filters, respond to water needs of the fire department and other emergency situations, maintain plant equipment and ensure clean and professional work environment, ensure accurate records/logs are maintained for the plant and operations, perform operator level testing of the water as required by the ADEC, EPA, company policy and ensure proper documentation of the tests is maintained.

9. Superintendent will ensure that water plant operators provide dispatch service for company WD, EDS, WWC or Natural Gas standby crews during non-duty hours as required by company policy.
10. Participate in the annual budget preparation process with the Site Manager.
11. Perform other related tasks as assigned.

### **SKILLS AND QUALIFICATIONS**

1. Proven ability to supervise/manage plant personnel and equipment.
2. Strong computer skills and proficiency using the Microsoft Office Suite, including familiarity with SCADA systems and controls.
3. Strong analytical, oral and written communication skills.
4. Demonstrate basic understanding of pumps, motors and valves.
5. Possess an educational or work experience background giving an understanding of chemistry and bacteriology.
6. Ability to make arithmetic calculations to determine dose and feed rates for chemicals.
7. Ability to accurately read and record meter readings, perform and record chemical tests.
8. Ability to inspect operating equipment and correct malfunctions.
9. Knowledge of laws and regulations regarding water treatment.
10. Able to communicate effectively with supervisor, other operators, federal and state agencies tasked with oversight responsibilities.
11. Ability to react calmly and take proper remedial action in an operational emergency.
12. Must have initiative and be able to work alone.
13. Ability to operate all plant equipment, perform chemical analysis and interpret the results.
14. Must follow safety rules and regulations.
15. Must be capable of lifting up to 50 pounds to shoulder level.
16. Exhibit the physical dexterity to work in awkward positions for up to one hour at a time.
17. Ability to lift, pull or push for a significant portion of a work day.
18. Able to perform duties while standing, stooping, twisting, bending, kneeling or from prone position for up to an hour at a time.
19. Capability of extending arms overhead while performing duties.
20. Must be willing to maintain plant and equipment in a clean, serviceable condition.
21. Must be willing to work shift work.
22. Must maintain ADEC Water Treatment System Operator IV Certification.

**PHYSICAL EFFORT:** Works in humid environment inside a water treatment plant building. May be required to inspect pumps, wells and raw water reservoir as part of shift work. May be required to perform outside maintenance on the water treatment plant building, grounds maintenance or related duties. Work requires taking water samples during shift while working near open water structures inside the plant. Employee may be required to stoop, bend, climb and stand for long periods of time while on shift. Must possess coordination of eyes, hands, legs and body. Some moderately heavy lifting is required. Incumbent must be able to lift a minimum of 50 pounds to shoulder level.

**WORKING CONDITIONS:** Work performed primarily indoors with little assistance from other shift operators. Conditions are clean but may have high humidity throughout the year. Some outside work on facilities or at the raw water surface water reservoir and dam may be required. Some use of and exposure to treatment chemicals as used in the water treatment process is required. Often the operator will be required to operate on a shift alone so must be capable of making sound decisions about plant operations and ensure the security of the facility at all times. Position requires a minimum of 40 hours per week. The plant is operational 24 hours per day 7 days per week therefore the Superintendent will be responsible for assigning water treatment plant operators to shift duties.

**CONDITONS OF EMPLOYMENT**

1. Incumbent must be able to maintain a level of physical fitness to perform the duties of water treatment plant operator including the proper wearing of personal protective equipment.
2. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy for Doyon Utilities.
3. Incumbent must possess a valid Level IV Water Treatment System Operator Certificate as issued by the State of Alaska.
4. The Superintendent responsibilities include assigning work and shifts to subordinate water treatment plant operators.
5. Must be eligible to work on a military installation in Alaska.
6. Willingness to be scheduled for shift work if other operators are not available.
7. Willingness to receive and respond to/dispatch emergency call outs for other DU utility standby workers at JBER.
8. Possess and maintain a valid State of Alaska driver’s license throughout the period of employment.
9. Possess and maintain a valid first aid card issued by an agency authorized by the State of Alaska.

**EDUCATION AND TRAINING**

1. High School Diploma or Equivalent
2. ADEC Level IV Water Treatment System Certification

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Employee Signature

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Date