JOB DESCRIPTION

Carroll County Water District #1

Field Supervisor

Scope of Work

The individual in this job will be in responsible charge of all activities associated with the Operation and maintenance of Two Class IIIB water treatment plants and all associated equipment. This position will also be in responsible charge of the operation and maintenance of the water mains/distribution system that delivers safe drinking water to residents in Carroll, Gallatin, and Owen Counties. The Distribution system is composed of tanks, pressure control stations, telemetry equipment, pump stations and a complex array of valves and pipelines along with a water meter to each home or business.

Essential Functions

1. Produce potable water for the Carroll County Water District #1, in accordance with all state and federal regulations.
2. Understand water treatment theory/technology and apply that knowledge to the water treatment process/production.
3. Operate a Class III B water treatment plant which includes:
    a. Monitoring of gauges, flowmeters, charts, system control scada, etc.
    b. Conducting water analysis tests such as PH, chlorine residual, fluoride, etc., for treatment process control.
    c. Determine chemical feed rates and adjust chemical dosages in accordance with instructions given.
    d. Determine and maintain proper flow rates and in accordance with water consumption demand.
    e. Maintain treatment records in accordance with state and federal regulations.
4. Conduct water analysis tests to ensure safety and water quality by collecting representative water samples and testing for contaminants and properties such as color, odor, chlorine, fluoride levels, etc.
5. Collect representative water samples to be used by other agencies for water analysis testing for regulation compliance.
6. Ensures that plant operations are in compliance with operating guidelines and that treated water is safe and acceptable entering the distribution system.
7. Maintains all required records such as operating logs, chemical and repair part inventories, maintenance logs: distributes information to internal and external personnel.
8. Performs or causes to be performed routine preventive maintenance on plant equipment to include: operating adjustments and calibrations on equipment, basic mechanical and electrical work and cleaning, lubricating and replacing equipment parts.
9. Perform building and grounds maintenance as needed, including mowing, painting, cleaning, etc.
10. Perform regular safety inspections of plant equipment, facilities and vehicles; record violations or potential hazards and take corrective action.
11. Become familiar with plant manuals such as maintenance, treatment and safety.

12. Assist outside contractors, supplying necessary information and inspects contractors work.
13. Promotes positive relationships and communicates effectively and courteously with co-workers, and outside plant associates.
14. Performs minor corrective maintenance on plant equipment.
15. Discuss water quality with the public and conduct plant tours if needed.
16. Must become familiar with the rules, regulations and policies of the Water District.
17. Order chemicals, repair parts and tools.
18. Must be available for and willing to be on-call on a 24-hour basis.
19. Must obtain a Class III B operators certification after meeting the minimum education and experience requirements set forth by the State regulations.
20. Assist Carroll County Water District #1 Water Distribution Operators during emergencies or as may be required to maintain quality service to Carroll County Water District #1 customers.
21. The Field Supervisor is to inform the employees of their job responsibilities and duties, and oversee the work required to maintain the waterlines.
22. The Field Supervisor is to supervise the work on any water line breaks, direct all activity, and notify proper authorities concerning the break. He is also to keep a record of the time, amount of water, and the place of the line break.
23. The Field Supervisor shall be able to make assessment to the safety of the repair and to assure all employees in his care of all safety measures and is responsible to see that they are carried out by all employees in a safe manner.
24. Performs other related duties required from time to time.

Knowledge, Skills, and Abilities

1. Ability to maintain effective working relationships with a diversified group of people under trying and stressful conditions.
2. Ability to communicate courteously and professionally to reflect a positive image of Carroll County Water District #1 to its customers and the public.
3. Ability to express self logically and concisely in both oral and written form.
4. Ability to access and interact with computer control systems.
5. Ability to analyze, evaluate, and recommend sound solutions to problems of routine nature.
6. Ability to research, interpret, explain, and correctly apply policies, rules, regulations, and procedures.
7. Ability to work independently and efficiently.
8. Ability to adjust work schedule to perform necessary duties.
9. Ability to handle confidential matter.
10. Ability to understand basic math and chemistry and being able to apply the knowledge to the water treatment process.
11. Ability to understand mechanical problems and equipment.
12. Ability to use common hand tools and other related equipment.

Typical Physical/Mental/Environmental Demands

1. Must accomplish certain tasks regardless of weather conditions or time of day.

2. Requires periodic lifting of 50 pound chemical containers. Occasionally, maintenance may require lifting of approximately 75 pounds.
3. On a daily basis, requires the ability to read, write, compile, and analyze data and reports.
4. On a daily basis, requires the ability to work as a team player, courteously and respectably with co-workers in a close working environment.
5. Must safely enter confined space areas such as manholes, vaults, and reservoirs.
6. May be subject to noise and chemical vapor. Must work with hazardous chemicals in a liquid, vapor or solid form.

Supervision

1. The Field Supervisor is under the general supervision of the Water System Manager.
2. The Field Supervisor is responsible to assist in the day-to-day operation of the water treatment plant, and be responsible to assist the Distribution Maintenance Workers.
3. The Field Supervisor exercises judgment in selecting applicable procedure and decides various matters as related to processing and distributing water. He/She will refer questions to the Manager for assistance, when necessary.

Education and Experience

1. High school diploma or equivalent.
2. Valid drivers license and Commercial drivers license.
3. Must be a Certified Class III B Treatment Plant Operator and Class II D Distribution Operator as a minimum.

Knowledge of Equipment

Computers	Vehicles	Multimeters	Telephone
Two-Way Radio	Fork Lift	Calculators	Pumps
Personal Protective Equipment	Lab Equipment	Hand Tools	Generators
Chemical Feeders	Chemical Analyzers	Monitoring Equipment	Excavating Equipment

The statements herein are intended to describe the general nature and level of work being performed by the person assigned to this position. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as classified.