



City of Tempe

PLANT SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	345	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$31.668750
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$42.752885
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Plant Supervisor (SBP)
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Plant Operations Manager or other management staff.
 Supervises multi-skilled plant staff in such areas as electrical, mechanical, operations and instrumentation and control.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of increasingly responsible experience in large water or wastewater plant operations and related systems as appropriate to assignment.
<i>Education:</i>	Equivalent to completion of twelfth grade supplemented by specialized training in maintenance engineering, water treatment technology or project management.
<i>License / Certification:</i>	<p>Must possess and maintain a valid driver's license.</p> <p><u>Assignments in plants:</u></p> <p>Possession of the Grade III Water and required to obtain Grade IV Water or the Grade IV Wastewater (as appropriate to the assignment) treatment certificate issued by the State of Arizona within six months of hire.</p> <p><u>Assignments in field sites:</u></p> <p>Possession of the Grade III Water Distribution and required to obtain Grade IV Water Distribution and the Grade IV Wastewater Collection Operator certificates issued by the State of Arizona.</p>

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex technical and administrative duties involved in leading a team of staff, and participating in the work involved in the production of the City's safe drinking water supply; to coordinate water treatment related activities and projects and act as primary contact for information and project status; and to identify, analyze and resolve problems related to daily water treatment operations and maintenance.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Recommend and assist in the implementation of goals and objectives; establish methods, parameters and schedules for operation and maintenance activities; implement policies and procedures; facilitate and participate in team member's performance evaluations.
- Evaluate operations and activities in assigned areas of responsibility; perform critical analysis of methods and procedures and recommend improvements and modifications.
- Coordinate and assist in the implementation and coordination of plant facilities and equipment for needed maintenance and repairs and preventative maintenance.
- Coordinate maintenance activities with operations and other support staff to minimize disruption and costs. Direct and monitor computerized maintenance management system.
- Operate the treatment plant and perform maintenance tasks as needed.
- Obtain and provide support for water treatment plant staff during critical events such as high turbidity, equipment or component failure, or other source water quality problems.
- Inform water treatment plant staff of process changes and adjustments as required to meet variable conditions as directed by the Control Center Supervisor.
- Represent water treatment plant staff to outside groups, other city divisions, water users, customers, and business partners.
- Assist and coordinate staff training programs and encourage compliance with existing training and/or certification requirements; facilitate cross training between various skills and trades.
- Monitor water quality goals and parameters to ensure optimal treatment practices and results.
- Provide input to a daily work plan based on changing conditions and priorities; monitor status of work activities, projects and programs.
- Respond to general inquiries from the public and other city departments.

- Participate in the selection and training of staff; prepare payroll records, provide or coordinate staff training, work with employee to correct deficiencies; implement discipline procedures and conduct PDP's.
- Meet with vendors and produce/service providers as required.
- Track chemical and spare parts inventory; assist with the procurement of materials and supplies.
- Maintain records of water quality performance, operator logs and maintenance repair history.
- Direct participation in safety programs such as confined space entry permits, process safety management, calibration of gas detectors, emergency response drills, lockout/tag out and MSDS.
- Provide input in identifying, developing and writing annual team goals as part of the skill based pay team pay bonus.
- Assist in on-the-job training for co-workers in skill blocks in assigned core job.
- Provide necessary time and training to skill based employees pursuing skill block.
- Provide pro-active performance planning utilizing performance management tools.
- Coordinate and facilitate ADEQ and OSHA compliance issues.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 75 lbs.;
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles (i.e. pick-up trucks and tractors);
- Use power tools (i.e. drills and saws);
- Use tools (i.e. screwdrivers, hammers, wrenches));
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- Operate city equipment (i.e. forklift and tractors).

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective February 2000</i> <i>Revised March 2001</i> <i>Revised July 2001 Range adjustment</i> <i>Revised April 2002 Certifications</i> <i>Revised July 2006</i> <i>Revised July 2007</i> <i>Revised Dec 2010 (Title change)</i> <i>Revised January 2017 (add physical/mental activities)</i> <i>Revised March 2019 (PW Reorg – moved to Municipal Utilities Dept.)</i></p>