

Water Treatment Plant Lead

Position Profile

Status: Full-time regular position, non-exempt

Salary: \$28.45 per hour

Benefits: Qualifies for full-time benefits date of hire

Location: Water Treatment Plant

Hours: Standard business hours (6:00am-2:30pm), varies based on business need

Reporting Relationship: Reports to Water Treatment Plant Operations Supervisor

Public Works Department

The Public Works Department is comprised of Engineering, the Water Treatment Plant, Utility Field Operations, Street Maintenance, Fleet Services, and Environmental Services. This department is responsible for the design, construction, and maintenance of the street, water, sewer, and drainage infrastructure systems in the community.

Position Details

The Water Treatment Plant Lead coordinates water treatment and water supply operations with all staff. The primary position responsibilities and areas of impact are:

- 1) Works with supervisor to develop annual work plan and commitments; assigns daily and weekly work to staff to maximize progress towards commitments; keeps supervisor and staff informed of progress; notifies the supervisor of any performance issues; assumes supervisor responsibilities in his/her absence.
- 2) Assists with supervising regular staff; assumes responsibility for on-the-job training; works with supervisor on staff development plans to ensure cross training in all aspects of operations and operator level maintenance; standardizes treatment plant operator procedures to maintain common work practices, system operations, and laboratory procedures; monitors work to ensure that standards are being met.
- 3) Assists with supervising seasonal staff; participates in the hiring process; orients new staff, and ensures new employees are adequately trained; provides input into performance review process; monitors work to ensure that standards are being met.
- 4) Ensures that current policies and procedures are understood and followed; develops written policies and procedures for supervisor approval; maintains division records as required.
- 5) Assists with monitoring budget expenses; obtains and evaluates price quotes for external services or materials; presents findings to supervisor for approval.
- 6) Coordinates water treatment and water supply operations with all staff; Coordinates with the lead maintenance technician and the water treatment plant supervisor in scheduling the maintenance and repairs of water supply and treatment equipment.
- 7) Serves as an alternate Water Treatment Operator as required; routinely operates the water treatment plant to maintain operational proficiency.

- 8) Serves as the back-up to the Water Treatment Plant Supervisor, performing his duties in the Supervisor's absence; serves as the primary water treatment response person for off-duty operational problems; carries communications equipment as required and maintains open communications with the plant operators and water treatment system; responds to and resolves customer issues and water treatment emergencies in a timely manner.
- 9) Responsible for the water quality laboratory operations including but not limited to: collecting distribution water samples from throughout the community, performing all required water quality laboratory procedures, maintaining the laboratory certification, maintaining laboratory supplies and chemicals, documenting all laboratory results and submitting necessary reports, and preparing written laboratory procedures.
- 10) Effectively utilizes automation technology to enhance operations, record keeping, scheduling, supply, and communications.
- 11) Must maintain professional knowledge and state certification through on-site and off-site training, attendance at seminars, and successful completion of utility re-certification as required.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Position Requirements

Education: Must have Associate's Degree or two-year technical certificate in Water Resources, or demonstrated equivalent in directly related experience and education; Minnesota Department of Health Water Supply Class-A Operator Certificate, or achievable within 12 months; Qualify as the Technical Director for the Bacteria Lab in accordance with the MDH by meeting criteria in the 2003 NELAC Standard, Chapter 4, section 4.1.1.2; State of Minnesota Department of Labor and Industry 1st Class-C Engineers License within 12 months.

Work Experience: Minimum of five years experience in a water or wastewater treatment plant of similar complexity and environment, two years of experience as a Water Plant Operator; experience in a leadership position preferred.

Technical Skills: Proficiency in MS Office (Word, Excel, Outlook); supervisory knowledge of instrumentation calibration and minor troubleshooting; experience using automated plant operations software; demonstrated familiarity with water softening chemistry; experience reading, evaluating, and interpreting technical drawings, blueprints, schematics, and operations/maintenance manuals preferred.

Physical Requirements: Must have the ability to lift/carry/pull at least 50 pounds frequently, 50-100 pounds occasionally, over 100 pounds seldom.

City Expectations

All employees are expected to contribute to the success of our organization by demonstrating the shared expectations: **Customer Focus, Flexibility, Initiative, Results Orientation, Public Stewardship, and Teamwork.**

Position Specific Expectations

Technical Learning: Effective at acquiring skills, abilities and knowledge; quickly learns new industry, organization, and product information; has an aptitude for

retaining and applying technical information; able to communicate techniques, software or product to others; is a quick study; able to work under tight deadlines and pressure.

Accountability: Follows through on commitments; focuses on appropriate tasks throughout the shift; takes responsibilities for actions both as an individual and on behalf of the organization; actions and words are in sync; follows all policies and procedures; maintains confidentiality; is prepared and punctual to all scheduled shifts.

Communication: Able to convey a message to get a point across; communicates in a clear and concise manner; able to write clearly and succinctly; tailors message to a variety of communication settings and styles.

Composure: Exhibits self-confidence and asserts self appropriately in several different situations; maintains professionalism while under pressure; can handle stress; energized by tough challenges.

Decision Making: Makes good decisions based upon a mixture of analysis, experience and judgment in a timely manner; determines a course of action after weighing and analyzing different options; seeks out additional information when necessary; presents solutions and suggestions within the appropriate channels.

Attention to Detail: Able to find errors in work and solve problems; anticipates issues and performs at a high level of accuracy; sets up systems to ensure errors are not repeated.

Planning: Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

Delegation: Able to provide work direction; identifies attributes of team members; keeps strengths in mind when assigning tasks and responsibilities; sets goals and objectives for others; follows up and provides assistance as needed; ensures work is completed in a timely manner.

Pre-employment Process

The City of Eden Prairie conducts professional reference and criminal history check for all employees joining the organization. In addition, this position requires the following: driver's check (must have valid driver's license and excellent driving record). All final candidates must successfully complete and pass the pre-employment process before their first day of employment.

Application Process

Application Deadline: Thursday, February 2, 2012

Review Applications/Select Candidates: By February 3, 2012

Interviews: February 9, 2012 (first); February 13, 2012 (final)

Pre-Employment Process: Initiate Week of February 13, 2012

Anticipated Job Offer: Week of February 20, 2012

Anticipated Start Date: February/March, 2012 (negotiable)