

WATER PLANT SUPERVISOR

Menasha Utilities is seeking a Water Plant Supervisor for a Wisconsin municipal utility serving 5,000 water customers to a community of 17,000. General responsibilities include, but are not limited to: direction and management of the operations and maintenance at the Water Plant, supervision of staff, extensive knowledge of water treatment regulations and practices, water plant chemistry, surface water treatment, technologies and required reporting. Bachelor's Degree in science, engineering, water technology or related field is preferred and/or a minimum of five years experience in the field of water treatment, including considerable supervisory experience.

The candidate also must possess a Class S-1 Waterworks Operator's Certificate, and Class D-1 Water Distribution Operator issued by the State of Wisconsin. EEOC.

Qualified candidates should submit a resume by February 10, 2012 to:

Menasha Utilities

Personnel

PO Box 340

Menasha WI 54952-0340

Or email mkrause@wppienergy.org

MENASHA UTILITIES
JOB DESCRIPTION

JOB TITLE: WATER PLANT SUPERVISOR

TYPE: Non-Represented

REPORTS TO: Co - General Manager/Engineering and Operations

DEPARTMENT: Water Plant

GENERAL RESPONSIBILITIES

This is responsible supervisory and administrative work in administering operations of municipal Water Plant production facilities.

Work involves responsibility for organizing and directing the operations and maintenance activities involved in the pumping and purification of potable water. Work includes assisting administrators in the formulation of programs and policies to insure a high quality water supply. Supervision includes all Water Plant employees. Work is performed with considerable latitude for independent judgment and action within established policies, procedures, and technical guidelines, and is reviewed by the General Manager through conferences and reports.

EXAMPLES OF WORK

Plans, organizes, and directs the programs and activities of the Water Plant to insure the economical and efficient pumping and purification of potable water.

Serves as Laboratory Director for Water Plant.

Supervises directly or indirectly a moderate-sized staff of employees engaged in pumping, purification, maintenance and repair activities.

Assists in formulating and implements new or revised programs and policies; keeps abreast of current developments in the field by attending meetings and holding individual conferences with comparable officials of other jurisdictions.

Preparation of periodic reports as required for regulatory bodies including the Department of Natural Resources (DNR), Environmental Protection Agency (EPA), Public Service Commission (PSC), and others.

Departmental budgeting.

Performs related work as required.

QUALIFICATIONS (cont)

Extensive knowledge of the materials, machines, methods, techniques, and equipment used in the operation, maintenance, and repair of a water supply system.

Extensive knowledge of the current principles and practices of Water Plant chemistry, engineering and management.

Extensive knowledge of the occupational hazards and safety precautions associated with Water Plant operations.

Ability to plan, organize, and direct the activities of a number of employees engaged in Water Plant operations.

Ability to direct the conducting of required Water Plant chemical and bacteriological tests.

Ability to direct the preparation and maintenance of necessary records and reports.

Ability to establish and maintain effective working relationships with employees, Utility officials, and the public.

Assists in providing quality customer service, and TEAM oriented.

Ability to communicate effectively, orally, and in writing.

Must possess and maintain a valid State of Wisconsin Drivers License.

DESIRABLE EDUCATION AND EXPERIENCE

Bachelor's Degree in science, engineering water technology or related field is preferred; and/or a minimum of five years experience in the field of water treatment, including considerable supervisory experience; or any equivalent combination of education and experience providing the knowledge, abilities, and skills listed above.

Possession of a Class S-1 Waterworks Operator's Certificate, and Class D-1 Water Distribution Operator issued by the State of Wisconsin.

Approved: 12/11