

**VILLAGE OF PAYNE  
WATER TREATMENT SUPERINTENDENT**

STATEMENT OF DUTIES

To perform administrative, supervisory and technical work in the daily operation of the water treatment systems.

SUPERVISION RECEIVED

Work under the direct supervision of the Board of Public Affairs.

DUTIES AND RESPONSIBILITIES

- Oversee and perform daily, monthly, and yearly operations and testing; at all lift stations and lagoons, that all are working properly with rate of flow going to the creek structure in order to comply with state and federal regulations;
- Oversee and perform various analytical testing of water, and effluent samples required for efficient operations of treatment plant. Obtain and maintain Payne water treatment lab certification;
- Plan, schedule, and implement construction, maintenance, and various related projects to provide quality water treatment services;
- Maintain inventory of supplies, equipment and tools used in the maintenance and repair of the treatment plants. Requisition needed supplies to maintain satisfactory inventory;
- Meet with government agencies to ensure current compliance and future needs; meet with the various individuals and groups to discuss quality and quantity of water, any future water needs and department operations in general;
- Advise the village on action necessary to meet current and future EPA compliance or standards;
- Arrange and encourage educational opportunities for water personnel to gain EPA approved CEU's;
- Initiate and execute safety and preventative maintenance programs at the village's water plant and to maintain proper licensing requirements;
- Work with the Board of Public Affairs-Village Council to develop annual departmental budget; and,
- Prepare an Emergency Response Plan

- Perform related work as required. Reading of meters, ordering of sand, salt. Excavation of the streets, to keep drivable until asphalted.
- Prepare all EPA mandates, all reports needed for EPA, and keep on file.

## MINIMUM QUALIFICATIONS

### Education and Experience

1. Graduation from a college or technical school with a degree in environmental science or closely related field is desirable; and/or
2. Become certified by the Ohio Department of Health (and OEPA) to perform necessary tests in water treatment;
3. Knowledge of collection and distribution systems is desirable.
4. Equivalent combination of education and experience.

### Special requirements

1. Possess a valid Class I Ohio Water Certificate or obtain within One (1) year of eligibility.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of operation and maintenance of equipment, materials, facilities, methods, laboratory techniques, and procedures, and procedures used in water treatment systems.

Ability to interpret and apply laws, ordinances, and regulations pertaining to treatment systems.

Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationship with employees, other departments and the public.

## WORK ENVIRONMENT

The employee will be expected to perform duties in adverse weather conditions. The employee occasionally may work near moving and loud mechanical equipment. The employee may work in highly precarious places and may be exposed to various chemicals and airborne particles. May also work in confined or enclosed spaces.

The water superintendent will be expected to:

- Perform duties in possible adverse weather conditions;
- Work near loud and moving mechanical conditions;
- Work in highly precarious places;
- Exposure to various chemicals, airborne particles and fumes; and
- Enter and work in confined spaces utilizing the proper safety procedures and equipment.

The Village of Payne shall supply any and all safety equipment needed to do his/her job safely.