

PRODUCTION SUPERVISOR

JOB SUMMARY

Under the direction of the Production Superintendent, supervises the Lead Production and Treatment Operator and Production and Treatment Operators. Assigns all their work, both scheduled and unscheduled, for the operation, installation, maintenance and repair of water production and treatment facilities.

JOB DUTIES AND ESSENTIAL FUNCTIONS

Responsible for a variety of tasks and duties which may include, but is not limited to, the following:

- Supervise the operation, maintenance and repair of all water production wells, booster pumps and related facilities.
- Supervise the operation, maintenance and repair of water treatment and chlorination equipment including, but not limited to, arsenic removal facilities, nitrate removal facilities, blending operations, chemical pumps and related online monitoring and controls.
- Supervise telemetry system repairs.
- Work with daily operational and maintenance problems.
- Train employees in departmental skills, procedures and safety practices.
- Make recommendations on job procedures and improvements in operations.
- Assume the duties of the Production Superintendent during his/her absence.
- Assist in evaluating potential new employees for hire, and existing employees for promotion, disciplinary and corrective action, and termination.
- Subject to 24-hour on-call status.
- Other tasks and duties as directed.

SKILLS, KNOWLEDGE AND PHYSICAL REQUIREMENTS

Skills, knowledge and physical requirements include, but are not limited to the following:

- Knowledge of the Production Department operations, operating characteristics of each plant, and the operating relationship of each plant to system demand.
- Thorough familiarity with water treatment, coagulation-filtration, ion exchange, water treatment waste and chlorination facilities.
- Thorough knowledge of the company's SCADA system, and knowledge of electrical components and electronic instruments.
- Thorough knowledge of Arizona Department of Environmental Quality (ADEQ) requirements for protecting the public health, including sanitary procedures for disinfecting wells, reservoirs and pipelines.
- Knowledge of and ability to perform water quality tests and chemical feed mathematical calculations.
- Ability to supervise, train and motivate employees, and to recognize problems and recommend solutions.
- Excellent interpersonal, customer, and public relations skills, and ability to interact with other supervisors, employees, and the public in a cooperative and professional manner.
- Good oral and written communication skills.

- Neat and professional appearance.
- Must be dependable, punctual, and have good attendance.
- Thorough familiarity with safety practices and procedures.
- Thorough knowledge of the installation, repair, and maintenance of pumps, gas engines, electric motors, Cla valves, meters, pressure regulating devices, chlorination equipment, and other equipment associated with water production, storage, and treatment.
- Ability to perform repetitive physical activities including sit, stand, walk, bend, stoop, lift, reach, grasp, push, pull, crouch, squat, crawl and twist, and climb to a height of 40 feet to perform tank and equipment inspection and maintenance.
- Ability to lift up to 50 lbs. to waist level and maneuver equipment or implements weighing in excess of 100 lbs.

EDUCATION, TRAINING AND EXPERIENCE

The following are required:

- High school diploma or equivalent.
- Valid Arizona driver's license and acceptable driving record.
- ADEQ Grade 2 Water Treatment Operator and Grade 1 Water Distribution Operator certificates.
- Some college and/or industry-related education desirable.