

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Water Treatment Plant Supervisor I

CLASS CODE: 3514

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification supervise and perform duties to insure the operation and maintenance of the filter plant, coagulant house and other process sites in order to purify drinking water for the City of St. Louis and surrounding communities.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level trades classification in the Water System Maintenance Series – Water Maintenance Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include supervising Water Treatment Plant Operators and other maintenance personnel.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full-time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions

Signing performance plans and appraisals

Resolving informal grievances or formal grievances at the first step

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Schedules, distributes/balances and guides the work assignments of subordinates, according to established work flow/assignment requirements, to assist supervisor with timely completion of the assigned work load.

Monitors and reports on subordinates work performance to determine overall conformity to established timetables and quality standards, and to document and communicate employee production levels and training needs.

Trains subordinates, as directed, in specific task, job practices and procedures to improve and maintain the performance levels of these employees.

Coordinates job assignments and monitors progress of assigned duties; ensures operations procedures comply with pre-determined treatment strategy.

Recognizes mechanical and operational problems; corrects problems or refers to supervisor.

Reviews and records preventative maintenance, inventory and daily logs; enters data into computer.

Conducts calculations of chemical usage; maintains chemical storage supplies based on usage.

Reviews temperature charts and inspects plumbing systems for proper operation.

Distributes supplies, tools and equipment necessary for operations and maintenance.

Consults with shift operators to assess needs and review progress.

Reports personnel, operations, inventory and maintenance problems to supervisor.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction:

Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to sell. Requires the ability to act as a 1st level supervisor.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a calculator, hand and power tools, measuring instruments, pumps and/or related materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as log sheets, blueprints, purchase orders, work reports, technical operating manuals, procedures, and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; perform basic algebra.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as odors, wetness, humidity, fumes, noise extremes, machinery, toxic/poisonous agents, irate individuals or disease.

Physical Requirements:

Requires the ability to lift, carry, push, and pull moderately heavy objects and materials, twenty to fifty pounds; and may occasionally involve objects and materials up to 100 pounds, such as lifting valve gates.

Tasks involve the ability to exert regular and sustained heavy physical effort with an emphasis on climbing and balancing which also involves stooping, kneeling, crouching and crawling in order to perform maintenance duties.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks, such as mechanical trouble-shooting.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.