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## JOB ANNOUNCEMENT

City of Columbia, Missouri, Human Resources Department

P.O. Box 6015, Howard Building, 600 E. Broadway

Columbia, Missouri 65205

Voice: 573.874.7235 TTY: 711 (MO RELAY) Fax: 573.874.773

Web Site: [gocomojobs.com](http://gocomojobs.com)

### Position Title: Water Production Superintendent

Department: Utilities

Division: WATER PRODUCTION

FLSA Status: Exempt

Union Code/Affiliation: Unrepresented

Starting Salary: \$34.10 - \$49.79 per hour, \$70,935 - \$103,566 annually (minimum to maximum). Contingent Job Code: 02645

**Application Deadline: 05/02/2024**

Number of Positions Available: 1

Hours:

Monday - Friday 7:00 am - 3:00 pm.

Will be required to serve on a 24/7 on call rotation and respond to emergency or unusual problems after hours.

### Special Instructions to Applicants:

**Job Description** (This job description/posting in no way states or implies that these are the only duties to be performed by the employee c

The purpose of this job is to supervise operators and perform skilled work ensuring proper and effective operation of pump stations.

### Essential Functions:

Supervises, manages, and evaluates assigned employees and makes decisions about hiring, and discipline of employee and oversees employee work schedules and approves time away from work; provides and/or facilitates employee training; addresses employee concerns and/or problems; counsels and/or disciplines as appropriate; completes employee performance appraisals and recommendations regarding new hire salaries; and acts as liaison between employees and management.

Reviews and analyzes laboratory data for water quality parameters. Ensures compliance with state and federal standards of water systems.

Oversees safe operation and maintenance of chlorine equipment and ensures property safety standards and precautions.

Inspects processes and equipment to ensure proper working order. Reviews operation logs and equipment failure reports.

Regular attendance is a necessary and essential function.

- State and federal standards and regulations governing operations of water systems.
- Environmental Protection Agency risk management plan for chlorine.
- Safety practices and procedures related to water system construction and maintenance.

**Skill in:**

Communicating verbally and in writing to meet the needs of the audience.

Monitoring and assessing the performance of employees or organizations to make improvements or take corrective

Organizing and managing time effectively.

**Ability to:**

Compile, organize, interpret, and communicate data and results concisely.

Apply logic and reasoning to evaluate the strengths and weaknesses of alternative solutions, conclusions, or approach

Write and present reports.

Troubleshoot operational and maintenance problems on a variety of equipment.

Deliver high levels of effective customer service.

Effectively plan and delegate the work of others and to train and/or supervise the work of others.

Use a computer, software, phone and related office equipment.

Respond to emergency or unusual problems outside standard business hours.

Focus on tasks.

**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees (2 or more full-time employees) including issuing formal discipline, conducting performance evaluations, and realigning work as needed. Such authority is not required for the use of independent judgment.

Individuals needing accommodation to apply may call 573.874.CITY (2489)