City of Monroe
Job Description
Public Works Department
Water Treatment Division
2401 N. 10th Street
Monroe, Louisiana 71201

JOB POSTING MEMO

TO: Department Heads
FROM: Sean L. Benton, Water System Manager
DATE: December 1, 2020
SUBJECT: Job Opening – Operations Supervisor

There is one vacant position for Operations Supervisor that exists within the Water Treatment Division. If a city employee does not fill this position within ten (10) working days of this notification, it will be open to the public on 12/18/2020.

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB
Operations Supervisor will be under the direct supervision of the Water Treatment Plant Superintendent. Responsible for supervising operations and the technical work that requires a high degree of surface water operations experience and knowledge. This position has a day shift schedule but on occasion may be required to work other shifts as needed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES
- Monitors the water treatment facility’s performance to ensure effective treatment and pumping of the community’s water supply.
- Make adjustments to the treatment process or pumping as required to effectively treat and deliver potable water in compliance with all rules, regulations and the facility’s standard operating procedures.
- Responsible for overall operation and performance of the operations department and personnel.
- Schedule and maintain all operator and trainee shifts.
- Travel out of town as needed for training, education, and conferences.
- On-Call twenty-four (24) hours per day.
- Required working nights, holidays, and weekends.

MINIMUM QUALIFICATIONS
Training and Experience
- Must possess Class IV Water License in Production, Treatment, and Distribution.
- Must have a minimum of five (5) years' experience in the water related field.

Skills, Knowledge, and Abilities
- Knowledge and ability of the operation and maintenance requirements of potable water treatment equipment and the processes involved in the treatment and pumping of water.
- Knowledge of basic physical and chemical analysis for potable water quality analysis.
- Ability to read meters, charts, and gauges to accurately maintain records of plant operations.
- Abilities to read and comprehend written technical information and be able to communicate clearly and effectively both orally and in writing.
- Be mentally alert, responsible and in good physical condition.
- Computer skills and knowledge of Microsoft Windows, Word and Excel programs.
LICENSES AND CERTIFICATES

- Possess a valid State of Louisiana Driver's License.
- Possess Class IV Water Production, Treatment, and Distribution Certifications.
- High School Diploma or a valid General Equivalent Diploma issued by a State Department of Education.