

January 2025

**POSITION DESCRIPTION
CITY OF GLASGOW**

POSITION IDENTIFICATION

Functional Title: Water/Wastewater Department Supervisor
Department: Water/Wastewater Department
Supervisor: Director of Public Works
Subordinates: Water/Wastewater/Treatment and Distribution
Operators
Status: Non-Exempt

SUMMARY

Supervises and coordinates activities of Water/Wastewater/Treatment and Distribution Operators. Operates City's water treatment plant to produce safe drinking water for human consumption. Maintain and repair the City's water, wastewater, and distribution system. Maintain and repair City's wastewater treatment facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Including the following, other duties may be assigned:

1. Must hold and maintain a Class 1 Water Treatment, Class 2 Water Distribution, and Class 3 Wastewater Operators License as recognized by the State of Montana and the Department of Environmental Quality.
2. Must have a working knowledge of the water and wastewater treatment process and how to troubleshoot various problems that arise during the treatment process
3. Must be able to solve problems related to water, wastewater treatment, and their respective distribution networks in the City of Glasgow on their own.
4. Must be able to perform all necessary tasks to treat raw incoming water to the City of Glasgow and distribute that water as safe drinking water.
5. Must be able to perform all necessary tasks to assure City water and wastewater are being treated properly.

6. Must be able to perform daily, monthly, and yearly monitoring of water and wastewater as per MDEQ standards.
7. Must be able to research and read utility maps and be able to manipulate valves to shut down or turn on water to any point within the water distribution system.
8. Must be able to perform routine or emergency repair tasks on the City of Glasgow's water and wastewater system.
9. Work schedule requires routine weekend duties divided equally among other water/wastewater/distribution employees.
10. Work schedule also requires occasional overtime work involving problems occurring within the water and wastewater system.
11. Work hours may vary during high-demand times of the water system, but will not normally exceed 8 hours per day.
12. Employee may be subject to working conditions in any weather conditions from mild to extreme.
13. Employee is required to read and install water meters.
14. Employee is required to perform underground utility locations by the use of locating equipment provided by the City of Glasgow. Employee must be able to utilize locating equipment and perform locations accurately.
15. Employees are required to perform Laboratory work associated with the Water and Wastewater Industry.
16. Employees are required to occasionally provide live tours for groups of people regarding the functions of the City of Glasgow's Water and Wastewater Systems.
17. Employee may on occasion be asked to assist with civic functions occurring in the City of Glasgow, which is outside the requirements of their daily duties as a Water/Wastewater/ Treatment and Distribution Operator.
18. Water/Wastewater/Treatment and Distribution employees are responsible for placement of traffic control devices when performing duties that obstruct traffic flow or view, or pedestrian safety.
19. Employee is required to shut off and turn on water accounts.
20. Employees are responsible for the general maintenance and cleanliness of City vehicles, equipment and buildings.
21. Employee is expected to have the ability to operate city vehicles such as, but not limited to, small and large trucks, backhoe, loader, skid steer, mowers, and assorted hand tools.
22. Employees are responsible to maintain a safe work environment and utilize safety equipment such as trench boxes, air monitoring equipment, SCBA's, man lifts, hardhats, proper clothing, gloves, eye and ear protection and other related safety equipment.
23. Occasionally the employee is required to work with other city departments as directed by the Director of Public Works.

24. Employee is expected to honor the City of Glasgow's Policy and Procedure Manual as well as their Union Agreement.
25. Directs duties of employee's involving daily work as well as projects related to the Water and Wastewater Department. Reviews, drafts, coordinates and implements shift schedules for the department.
26. Responsible for maintaining a safe working environment for department employees. Organizes and implements a weekly safety training program.
27. Communicates with the Director of Public Works about any concern or issue regarding the work, projects, personnel, policy, procedures, or equipment. Informs, reviews, and coordinates department work and projects as needed with the Director of Public Works.
28. Completes purchase orders for goods or services for and with the Deputy Clerk Treasurer.
29. Participates in interviews of department job applicants, lists and prepares individual recommendations for considerations by department head for all full time, part time, seasonal or temporary employees hired in the Water and Wastewater Department.
30. Reviews and tracks annual Water and Sewer budgets. Offers input to department head during the budget process on a yearly basis.
31. Responsible for the placement of traffic control signs during department projects in the Public Right of Way.

SUPERVISORY RESPONSIBILITIES

Directly supervises 2 to 4 employees in the Water and Wastewater Department. Carries out responsibilities in accordance with the organizations policies, objectives and applicable laws. Responsibilities include participating in the interview process when the City hires Water and Wastewater employees, training department employees, planning, assigning and directing daily work, appraising performance of department employees, disciplining employees, addressing subordinate's complaints and resolving employee's problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical: Synthesizes complex or diverse information; Collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills: Pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Business Acumen: Understands business implications of decisions; aligns work with strategic goals. Respects organizational authority and works with supervisors and subordinates alike.

Ethics: Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; uphold organizational values.

Organizational Support: Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; supports affirmative action and respects diversity.

Judgment: Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Quality: Demonstrates accuracy and thoroughness; monitors own work to ensure quality.

Safety and Security: Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Attendance/Punctuality: Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Associate's degree (A.A.) or equivalent from a two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. A minimum of three years supervisory experience is required, the ideal candidate will possess five years supervisory experience. A combination of documented leadership and supervisory training and experience equivalent to three years may be considered.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Must be able to be competent with a personal computer. Must be able to calculate chemical feed rates and other math manipulations associated with water/wastewater/distribution systems.

REASONING ABILITY

Ability to apply common sense understanding of general instructions delivered in written, oral, or diagram form. Ability to deal with, solve, or ask for assistance on various problems depending on the complexity of the issue.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Montana Drivers License

Current Water (MT-1B)/Wastewater (MT-3C)/Distribution (MT-2A) Operators certification as recognized by the State of Montana. Candidates/operators transferring from other systems or from out-of-state, must have the ability to obtain all three licenses via reciprocity or via testing within two and a half years.

Must acquire and keep current a 10 hour OSHA Safety Training Certificate

Must acquire and keep current MDOT Flagging and Traffic Control Safety Certificate

(These certifications are offered and paid for while employed with the City of Glasgow)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl, taste, or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds. Employees are expected to request assistance or utilize mechanical lift devices when an object cannot be moved or lifted safely. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions; high precarious places; toxic or caustic chemicals, and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, extreme cold and heat. The noise level in the work environment is usually moderate.

SALARY AND BENEFITS

Position requires union membership and all requirements and fees associated.

Working hours are normally 8:00 am to 5:00 pm Monday through Friday. Employees will equally alternate between five-day work schedules and ten day work schedules.

All employee benefits will be in accordance with Montana State Statute for public employees.

Retirement benefits will be through the Public Employment Retirement System.

Position Description Approval:

Manager/Supervisor

Date:

Incumbent

Date: