

TITLE: Plant Supervisor

DEPARTMENT: Water and Wastewater Operations

GENERAL SUMMARY: The Plant Supervisor is responsible for the overall operation, maintenance, and management of both water and wastewater treatment facilities. The Plant Supervisor oversees plant staff, coordinates with other departments, and ensures the effective operation and ongoing maintenance of the Authority's facilities and collections and distribution systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Facilities Management
 - Collaborate with MAWSA's Licensed Operators and monitor plant performance to ensure that facilities meet regulatory standards for water quality and effluent discharge.
 - Reviewing operating needs, determine priorities, evaluate proper course of action to accomplish department objectives.
 - Tour plant facilities to inspect operating conditions, ongoing projects and reported malfunctions.
 - Engagement with MAWSA's Engineer staff where necessary to address more complex issues.
2. Maintenance and Equipment
 - Oversee the maintenance and repair of plant equipment, facilities, and infrastructure.
 - Diagnose faulty equipment, determine and specify maintenance and repair requirements.
 - Develop and implement preventive maintenance programs to ensure continuous and reliable operations.
 - Evaluate equipment performance and recommend upgrades or replacements as needed.
3. Leadership and Supervision
 - Encourage staff engagement in determining and communicating daily priorities and problem solving.
 - Establishing and enforcing work standards and, procedures and rules.
 - Collaborate with Regulatory Team Lead on cross functional issues, and support vacation coverage as appropriate
 - Participation in goal setting for operations with the Executive Director and Regulatory Team Lead
 - Evaluate performance and training needs and provide training and development opportunities as needed.
 - Coordinate with licensed operators and plant staff to maintain an effective "on-call" and weekend coverage plan
 - Review timecards, approve leave requests, administer verbal and written warnings, recommend hiring and discharge.

4. Budgeting and Financial Oversight

- In coordination with the Executive Director and Licensed Operators, prepare and manage the annual Water and Wastewater budgets, including labor, materials, and capital expenditures.
- Monitor operating costs and implement cost-control strategies.
- Participate in capital improvement planning for facility upgrades and expansions.
- Analyze data from previous operating years and develop recommendations and forecast upcoming opportunities or challenges.
- Monitor department expenditures and receipts; evaluate contracts and inventory of supplies and materials for cost effectiveness.
- Prepare bid specifications for equipment as necessary.

5. Emergency Response

- Support cross-training program for all personnel with MAWSA's licensed operators to insure consistent operations and proper escalation in case of emergencies
- Coordinate emergency response efforts during plant disruptions, equipment failures, or natural disasters
- Develop and maintain emergency preparedness and response plans
- Lead incident investigations and implement corrective actions
- While responsible for processes and coordination of emergency repairs, on-call/weekend rotation is not part of the scope of the role.

QUALIFICATIONS:

- 5 years of experience in water/wastewater treatment plant operations or general facilities maintenance, with at least 3 years in a supervisory or management role.
- Excellent leadership, communication, and problem-solving skills.
- Knowledge of water and wastewater treatment processes, equipment, and regulations is not necessary, but preferred.
- Understand and interpret presented engineering designs, specifications and printed technical materials.
- Proficient in Microsoft Office and SCADA systems.
- Comprehensive knowledge of safety standards and procedures in the treatment plant environment.
- Valid PA driver's license.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORT TO: Executive Director

EMPLOYEE STATUS: Exempt

DATE: 2/25

Please email letter of interest and resume to info@mawsa.org