

**CITY OF FRANKLIN  
JOB DESCRIPTION**

Department: Water Treatment  
Working Title: Water Treatment Superintendent  
Reports to: City Manager

**Characteristics of Class:**

Under the general administrative direction of the City Manager, performs highly skilled supervisory work requiring both technical knowledge and good independent judgment in the operation of the equipment used in pumping, purification, testing, and transmission of potable water. Responsible for all functions related to the treatment of potable water, and coordinates with Public Works Director with issues related to the storage, and distribution of potable water.

**Examples of Duties:**

Assures that the Water Treatment plant stays in compliance with state and federal regulations at all times; Supervises all operators, work schedules, making sure the plant is staffed every day with certified officers; Prepares work schedules, operator shifts, time cards, and performs written evaluations of personnel to be submitted to City Manager; Participates in the work of water plant operators including water pumping, purification, and makes sure adequate amount of testing is performed each day; Assures that all sampling is performed correctly and is submitted in a timely manner to the Division of Water and the EPA; Monitors chemical rates keeping them as low as possible to achieve the highest quality finished water possible and maintains a constant check on operations through inspection and review of gauges and reports; Maintains an adequate amount of chemicals on hand to treat the water sufficiently every day; Assures that all equipment is completely operational at all times, making sure that if a piece of equipment becomes un-operational, that it is repaired or replaced immediately; Maintains inventory of tools, oil and spare parts that are frequently used; Makes sure that the proper level is maintained in storage tanks; Assures that facilities and grounds are clean and maintained in good condition; Prepares and maintains records and reports; Serves as purchasing authority for Water Treatment Plant, obtaining necessary purchase orders; Maintains good public relations including plant tours and classroom lectures; Performs other duties as assigned by the City Manager.

**Position Qualifications:**

**Training and Experience-** Successful completion of high school curriculum or GED equivalent. Associates Degree with emphasis in chemistry, biology, or environmental science preferred. Must be Class IV-A Operator with a minimum of seven years of experience in water treatment, two of which must be in a supervisory capacity.

**Special Knowledge, Skills, and Abilities-** Knowledge of established methods and practices for the operation of water purification, pumping, and related testing equipment. Ability to perform and interpret various tests on water requiring advanced knowledge in chemistry, mathematics, and biology. Ability to learn and comply with OSHA standards. Ability to check the operation of equipment and to detect problems. General knowledge of mechanics and equipment maintenance. Ability to organize, inspect, and supervise other personnel. Ability to lift 50 pounds, bend, kneel, crouch, and work in tight spaces, sometimes under adverse conditions; good vision and hearing. Must possess a valid Kentucky driver's license.