

Algonac Water Plant Superintendent



Job Summary:

The Algonac Water Treatment Plant Superintendent is responsible for the overall operation, compliance, and management of the City's 2.75 MGD Water Microfiltration Treatment Plant and the water distribution system. This role ensures the delivery of high-quality potable water through efficient treatment and distribution of water, while meeting all local, state, and federal regulatory standards. The Superintendent will oversee daily operations, maintain plant equipment, supervise staff, and collaborate with the Department of Public Works (DPW) Foreman on watermain repairs and distribution system maintenance. The position requires oversight of water quality testing, regulatory compliance, and continuous improvement of treatment and distribution processes. Salary depends on experience and qualifications.

Key Responsibilities:

1. Water Treatment Plant Operations Management:

- Oversee the daily operation and management of the **2.75 MGD Microfiltration Water Treatment Plant**, ensuring that all water treatment processes (microfiltration, chemical dosing, filtration, disinfection, SCADA, etc.) meet regulatory standards.
- Monitor water quality, conduct routine tests, and ensure compliance with local, state (EGLE), and federal standards (EPA), addressing any discrepancies or issues as they arise.
- Maintain certifications for laboratory testing and water quality monitoring, including microbiological analysis and chemical composition.
- Troubleshoot operational issues related to water treatment processes and take corrective action as needed.

2. Water Distribution System Operations Management:

- Oversee the operation, maintenance, and improvement of the **water distribution system**, ensuring that water is efficiently and safely distributed to consumers.
- Ensure compliance with water quality standards throughout the distribution network, addressing operational concerns and troubleshooting issues as they arise.
- Collaborate with the DPW Foreman on repairs of **watermains, valves, curb boxes, and meter pits**, ensuring all distribution repairs and installations are properly executed.
- Operate, monitor, and manage the City of Algonac's **Geographical Information System (GIS)** for water distribution infrastructure, ensuring accuracy of asset data, service lines, pipe sizing, valve placement, and hydrant locations.
- Ensure **cross-connection control** programs are compliant with regulatory requirements, maintaining records and conducting inspections in accordance with EPA and EGLE guidelines.

- Oversee the **water billing system**, including meter readings, rate structure, and the collection/monitoring of charges associated with water use.

3. Supervision & Staff Management:

- This position reports to the Algonac City Manager.
- Supervise, train, and mentor a team of water plant operators and maintenance staff, ensuring adherence to safety protocols and operational best practices.
- Work closely with the **Department of Public Works (DPW)** Foreman to coordinate water distribution repairs and installations ensuring that these duties are clearly divided and responsibilities are maintained.
- Develop employee schedules, manage shift coverage, and provide opportunities for staff to attain certifications and improve operational skills.
- Perform regular performance reviews, addressing staff performance issues and promoting professional development opportunities.

4. Compliance & Regulatory Reporting:

- Ensure compliance with all **regulatory requirements** for both the water treatment plant and the water distribution system.
- Prepare and submit timely reports for water quality, plant performance, and distribution system operations to the **City Manager**, **EPA**, and **EGLE**, in compliance with relevant state and federal regulations.
- Maintain accurate and complete records related to water testing, sampling, and reporting as required by law.

5. Maintenance & Equipment Management:

- Manage **routine maintenance** and **repairs** for both the water treatment plant and the distribution system, ensuring all equipment operates efficiently.
- Coordinate with vendors and contractors to maintain, repair, or replace plant equipment and distribution infrastructure as needed.
- Ensure all equipment, tools, and systems are regularly inspected and serviced to prevent downtime and extend the life of plant and distribution assets.

6. Budgeting & Resource Management:

- Collaborate with the DPW Foreman in preparing the annual budget for water treatment operations and water distribution, ensuring adequate resources are allocated for both routine operations and capital improvements.
- Identify areas for **cost savings** and propose **energy-efficient solutions** for both water treatment and distribution.

- Oversee procurement of necessary chemicals, supplies, and equipment for both plant operations and distribution system management.
- Develop and manage a **5-10 year capital improvement plan**, prioritizing long-term infrastructure needs and upgrades.

7. Health, Safety & Environmental Protection:

- Ensure compliance with all **OSHA** and safety regulations, including the proper training of staff in **emergency response procedures**, **hazardous materials handling**, and **personal protective equipment (PPE)**.
- Conduct **regular safety drills** to prepare staff for emergencies related to water contamination, plant malfunctions, and distribution system failures.
- Promote an organizational culture of **environmental sustainability**, ensuring all water treatment processes are as efficient and environmentally friendly as possible.

8. Continuous Improvement & Professional Development:

- Stay informed on the latest advancements in **water treatment technology** and **distribution system management** to improve operational efficiency and water quality.
- Set **annual performance goals** for the department, ensuring that they align with city-wide priorities and regulatory expectations, and submit them to the **City Manager**.
- Pursue continuous improvement opportunities through professional development and encourage staff to achieve relevant certifications and attend training.

Qualifications:

Education & Experience:

- **High School Diploma** required; **Bachelor's degree** in **Environmental Engineering**, **Water Resources Management**, or a related field preferred. A combination of relevant education and experience may be considered.
- **5+ years of experience** in water treatment or water distribution systems, with at least **2 years in a supervisory role**.
- Experience in **microfiltration plant operations** is preferred.
- Experience with **water distribution systems**, including **valve operation**, **meter reading**, and **flushing programs**, is required.

Certifications:

- State of Michigan **F-2 or higher Water Treatment Certification** from EGLE.
- State of Michigan **S-2 or higher Water Distribution Certification** from EGLE.
- Additional certifications in **management**, **water quality**, or related areas are a plus.

Skills & Abilities:

- Strong understanding of **water treatment processes**, regulatory compliance, and best practices in both water treatment and distribution.
 - Proven leadership skills, with the ability to manage, train, and motivate a team effectively.
 - Experience with **GIS systems** for water distribution management and the use of **water treatment software**.
 - Excellent problem-solving, analytical, and decision-making abilities.
 - Strong written and verbal communication skills, with the ability to interact effectively with regulatory agencies, vendors, staff, and the public.
 - Proficiency with **Microsoft Office** applications, especially **Excel** and **Word**.
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Physical Requirements:

- Ability to lift and carry materials weighing up to **50 lbs**.
 - Ability to work in various environmental conditions, including **outdoor work** in extreme weather conditions.
 - Capacity to stand for long periods, climb ladders, and navigate plant facilities.
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Working Conditions:

- The Water Treatment Plant Superintendent works a **full-time schedule**, with occasional **overtime**, **weekend**, or **holiday work** as needed.
 - The work environment includes both **indoor office** and **outdoor field** environments with exposure to plant operations, equipment, and potential **chemical hazards**.
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Application Instructions:

Interested candidates should submit a **resume**, **City of Algonac job application**, and a **cover letter** detailing their qualifications and experience to cityclerk@cityofalgonac.org or City Clerk, City of Algonac, 805 St. Clair River Drive, Algonac, MI 48001. Job applications available at www.cityofalgonac.org. The City of Algonac is an equal-opportunity employer and encourages candidates from diverse backgrounds to apply.