



The Town of Waynesville, NC

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Water Treatment Plant Superintendent

Department: Public Works – Water Resources Division

Reports To: Deputy Director of Public Works - Sustainability

Pay Grade 73: \$63,312.69 - \$101,297.27 DOE

FLSA Status: Exempt

Position Overview

The Water Treatment Plant Superintendent is a key leadership role responsible for the daily oversight of the Town's water treatment operations and staff. This position ensures compliance with all state and federal drinking water standards while optimizing production and plant efficiency. The Superintendent also serves as the system's Operator in Responsible Charge (ORC) for the Town of Waynesville's Water Treatment Plant.

This position plays a critical role in ensuring safe, reliable water service for the community while fostering a culture of compliance, safety, and continuous improvement.

KEY RESPONSIBILITIES:

Plant Operations & Compliance

- Oversee day-to-day operations of the water treatment plant including chemical feed, process controls, lab testing, backwashing, and SCADA monitoring.
- Maintain compliance with all NCDEQ, EPA, and Safe Drinking Water Act standards.
- Serve as the certified Operator in Responsible Charge (ORC) for the Water Treatment Plant.

Personnel Supervision

- Schedule and supervise plant operators and support staff; ensure 24/7 coverage and rotation for holidays and emergencies.
- Conduct performance evaluations, training sessions, and compliance drills.
- Promote a professional work environment through accountability and coaching.

Reporting & Documentation

- Maintain operational logs, sampling records, and chain-of-custody documentation.
- Prepare monthly MOR/CCR (Monthly Operating Reports) and other regulatory submittals.
- Coordinate inspections and facilitate prompt resolution of noted deficiencies.

Maintenance & Coordination

- Oversee preventive and corrective maintenance in coordination with maintenance staff and contractors.
- Ensure backup systems (generators, alarms, chemical pumps) are tested and operable.
- Coordinate with the Water Distribution Supervisor to ensure integrated system functionality.

Safety & Emergency Preparedness

- Lead implementation of safety protocols for chemical handling, confined space entry, and emergency response.
- Respond to after-hours plant alarms or operational disruptions as required.

Cross-Division Support

- Provide leadership and operational support in the absence of the Water Distribution Supervisor.
- Assist with system flushing, water quality complaints, or distribution-related fieldwork as needed.

REQUIRED MINIMUM QUALIFICATIONS:**Education and Experience:**

- High school diploma or GED required; Associate's or Bachelor's degree in Environmental Science, Water Technology, or a related field preferred.
- Minimum of five (5) years of experience in water treatment plant operations with at least two (2) years in a lead or supervisory role.

Licensure and Certification:

- Possession of a valid **North Carolina Class A Surface Water Treatment Certification (REQUIRED)**.
- Possession of a valid **North Carolina Grade 1 Wastewater Physical & Chemical Certification (REQUIRED)**.
- Must possess a valid North Carolina Driver's License.
- Must obtain necessary safety or emergency management certifications within 12 months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Principles of water treatment, chemistry, hydraulics, and microbiological standards.
- Regulatory requirements of NCDEQ, EPA, and OSHA.
- Understanding of SCADA systems, lab instrumentation, and automated controls.

Skills:

- Technical troubleshooting, process optimization, and emergency response.
- Team leadership, scheduling, mentoring, and training.
- Effective oral and written communication.

Abilities:

- Ability to manage a treatment plant independently while coordinating with other utility divisions.
- Capable of interpreting lab results, technical manuals, and engineering drawings.
- Ability to remain calm under pressure and ensure regulatory compliance in all scenarios.

WORK ENVIRONMENT:

- Work is primarily performed in a treatment plant setting with periodic field duties and office-based reporting.
- Must be available for on-call rotation and emergency response including nights, weekends, and holidays.

SPECIAL REQUIREMENTS:

- Valid North Carolina Driver's License.
- Must maintain required licensures and certifications.
- Must meet all physical, sensory, and environmental standards associated with utility plant supervision.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

September 2025

Tracks water quality data, sampling results, and SCADA trends for operational performance and compliance.

PEOPLE INVOLVEMENT:

Supervises treatment operators and interfaces with regulatory inspectors, public works staff, and residents.

INVOLVEMENT WITH THINGS:

Responsible for treatment plant equipment, chemical handling systems, lab tools, and electronic monitoring systems.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Applies sound judgment to troubleshoot system anomalies and lead emergency response.

MATHEMATICAL REQUIREMENTS:

Uses algebra and unit conversion for chemical dosing and reporting calculations.

LANGUAGE REQUIREMENTS:

Prepares accurate, detailed reports and communicates clearly with technical and non-technical audiences.

MENTAL REQUIREMENTS:

Balances routine operations with unpredictable emergencies and maintenance challenges.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Must lift and carry up to 50 lbs., climb stairs, and access equipment platforms.

ENVIRONMENTAL HAZARDS:

Exposure to chemical hazards, confined spaces, weather conditions, and treatment environments.

SENSORY REQUIREMENTS:

Requires strong vision, hearing, and smell for plant diagnostics and safety monitoring.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

This position exercises independent judgment regarding water treatment operations and staff direction. Decisions impact public health and regulatory standing.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street**

Waynesville, NC 28786

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until filled