



## Water Treatment Plant Supervisor

### **Classification**

Non-Exempt

### **Salary Range**

Grade VII (\$64,000-\$89,000)

### **Reports to**

WTP Superintendent

### **Date**

April 10, 2026

## **JOB DESCRIPTION**

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### **General Summary/Objective**

Under general supervision, the Water Treatment Plant Supervisor supports the Water Treatment Plant Superintendent in overseeing the daily operation, maintenance, and regulatory compliance of the District's water treatment facilities. This position provides direct supervision to plant personnel and ensures safe, efficient, and compliant treatment processes.

This role assumes responsibility for plant operations in the absence of the Superintendent and ensures adherence to all applicable local, state, and federal regulations, including drinking water standards.

### **Essential Functions**

1. Oversee and participate in the day-to-day operation and maintenance of the WTP.
2. Assist with any daily operational problems that may occur.
3. Assist in monitoring gauges and controls, collecting samples, conducting tests, and reporting results.
4. Organize sample pickup schedules to meet state and federal requirements.
5. Calculate proper dosages to treat, disinfect, deodorize, and purify water.
6. Oversee adjustments and repairs of chemicals feeders, pumps, and other equipment.
7. Participate in establishing and monitoring operating budget.
8. Set the standard of performance for WTP operations and staff.
9. Effective communication skills are imperative for interfacing with the public and other District personnel.
10. Responsible for inventory of supplies including but not limited to, chemicals, laboratory supplies, maintenance supplies, and the proper storage and use of chemicals and supplies.
11. Prepare and maintain reports as required by state and federal agencies.
12. Report results of laboratory tests on water quality.
13. Send samples to state for analysis as required.
14. Attend classes, seminars, meetings, review reports, magazine articles and professional journals to stay current and knowledgeable on developments in water treatment and water quality.



## **COMPETENCIES**

- Ethical Conduct
- Personal Accountability
- Leadership and Supervision
- Communication Proficiency
- Technical Knowledge of Water Treatment Operations
- Regulatory Compliance Awareness

## **SUPERVISORY RESPONSIBILITIES**

This position directly supervises Water Treatment Plant personnel and is responsible for assigning work, monitoring performance, and ensuring compliance with District standards.

## **WORK ENVIRONMENT**

Work is performed primarily in a water treatment plant environment. Conditions may include exposure to:

- Loud noise levels
- Wet, humid, or slippery conditions
- Chemicals, including chlorine and fluoride
- Dust, fumes, gases, and mechanical hazards
- Moving equipment and machinery

## **PHYSICAL REQUIREMENTS**

- Frequent use of hands, arms, and manual dexterity
- Ability to lift, carry, and move equipment and materials
- Ability to stand, walk, and perform physical tasks for extended periods
- Ability to communicate effectively (hearing and speaking)
- Vision abilities including color recognition (critical for process control) and depth perception

## **POSITION TYPE AND HOURS**

- Full-Time
- 40 hours per week
- Dayshift, Monday - Friday
- Does require on-call availability, emergency response, or extended hours as needed.

## **REQUIRED QUALIFICATIONS**

- High school diploma or GED.
- A valid Driver's License is required.
- Minimum of 2–3 years of experience in a related field.
- Experience leading operations or serving in a leadership capacity.
- Knowledge of operational hazards and safety procedures.



**PREFERRED QUALIFICATIONS**

- Grade IV Water Treatment Plant Operator License (State of Tennessee preferred).
- Minimum of 2–3 years of experience in water treatment plant operations.
- Prior supervisory or lead operator experience.

**EEO STATEMENT**

Hendersonville Utility District is an equal opportunity employer and provider and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or other protected status.

**DISCLAIMER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

*Signature below constitutes the candidate or employee understands the requirements, essential functions, and duties of the position.*

Candidate/Employee \_\_\_\_\_ Date \_\_\_\_\_