

Bella Vista Water District Classification Specification

Job Title: Treatment Superintendent

FLSA Status: Exempt

Effective Date: April 10, 2026

Definition/Summary

Under administrative direction of the General Manager, is responsible for planning, organizing, directing, operations and maintenance of water treatment facilities, storage tanks, wells and pumping plants. Supervises both Treatment Staff and the Electrician. Responsible for providing safe potable drinking water to the distribution system and its customers.

Essential Functions

- Plans, organizes, directs, and coordinates the operation and maintenance of the District's treatment systems and facilities.
- Provides general management and administration of the District's treatment systems. Becomes the Chief Treatment Plant Operator of record for the District and signs off on all required state and federal reporting.
- Oversees the proper functioning of systems, coordinating repair and replacement with operations and maintenance personnel and management.
- Develops recommendations and assists the General Manager with long-range planning for system improvements and service requirements.
- Develops the treatment department budget and controls costs.
- Makes inspections of treatment systems and facilities to ensure proper utilization of staff and equipment.
- Reviews employee effectiveness and performs personnel evaluations.
- Prepares and executes plans for expansion, reduction, and shifting of system operations and functions.
- Ensures certified treatment operators are properly trained to make decisions that affect water quality and quantity using manual or supervisory control and data acquisition (SCADA)
- Provides general coordination of treatment activities with other District functions.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Works both inside and outside in all kinds of weather with exposure to significant temperature changes between cold and heat; exposure to odors, dust, and pollen; exposure to chemicals, skin irritants, fumes, and solvents. Must be able to work in a confined space. Must be able to use a respirator.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Must be available to respond to emergencies and critical operational needs outside of normal business hours, including evenings, weekends, and holidays, as required.

Other Duties

- Implements policies, procedures, employee training, and safety programs.
- Provides input and review for the development and administration of contracts, requests for proposals, scope of services and risk transfer.
- Represents the District regarding water treatment functions with the public, contractors, and representatives of other government agencies.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Principles, methods, and practices used in water treatment for public consumption.
- Principles, methods, and practices used in communications-control equipment installation, operation, maintenance, and repair.
- Chemical and quality testing of water conditions.
- Principles, methods, and practices used in water treatment and maintenance work.
- Rules, regulations, and codes applicable to District water treatment functions.
- District policies, rules, regulations, and procedures.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles and practices of personnel administration and other administrative duties.

Ability to:

- Plan, organize, manage, and administer the District water treatment functions.
- Oversee the establishment, maintenance and implementation of training, and work safety programs.
- Perform comprehensive administrative reviews of work activities, costs, staffing and time requirements.
- Ensure the proper maintenance, construction, operation, and repair of District treatment systems.
- Develop and control budgets.
- Effectively represent District water treatment and treatment functions with the public, contractors, and other organizations.
- Ability to be HAZWOPER certified and perform activities while wearing a self-contained breathing apparatus in accordance with BVWD respiratory program.

Typical Physical Activities

- Travels regularly by automobile to inspect District facilities and operations.
- Works regularly in an outdoor environment.
- Communicates orally with co-workers, and the public in face-to-face, one-to-one, and in group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Walks on uneven terrain.
- Occasionally climbs water storage tanks.
- Sits for extended periods of time.

- Hearing and vision within normal ranges with or without correction.
- Must have strength and stamina sufficient to carry push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Ability to stand and walk for extended periods of time; ability to ascend or descend ladders up to 110 feet tall, stairs, scaffolding, and the like using feet and legs and/or hands and arms; ability to twist or bend body downward and forward by twisting or bending spine at waist; bend legs at knee to come to rest on a knee or knees; and move about on hands and knees or hands and feet.
- Ability to read and distinguish numbers, ability to see well enough to read instruction sheets, read addresses at night from the street while in a vehicle, and distinguish among the red, green, and amber colors of traffic signals

Environmental Factors

- Exposure to the sun: 50% to 100% of work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground. Some work done on water storage tanks 110 feet above the ground.
- High temp: Considerable work time in temperatures above 80 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: Occasionally a portion of work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally work areas will have high noise levels.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change regular working hours.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Broad and extensive work experience in performing water treatment operations, maintenance, construction and repair of treatment systems. Work experience must have included substantial experience with at least three years in management or supervisory capacity.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Possession of California Department of Health Services Water Treatment Operator's Certificate, Treatment Grade T5, and Distribution Grade D2, or ability to obtain within 12 months.