City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Water Production Supervisor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>WPSP</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU20</td>
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<td>Date Revised:</td>
<td>2/11/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for supervising, assigning, planning, training and evaluating day to day operations, activities, and procedures which ensures water facilities are following State and Federal regulations.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Directs the Production Chief and Production Operators in operations and maintenance of water production facilities, booster stations and water storage reservoirs.
- Prepares monthly reports, maintains water production records and water quality test results for the State of South Dakota Department of Agriculture and Natural Resources (DANR) and the USEPA.
- Ensures drinking water meets all local, state and federal regulations.
- Evaluates day to day operations and activities and procedures.
- Substitutes/supports for Pactola and Deerfield Reservoir Tender.
- Accounts and orders water from Irrigation Ditch Master for water releases out of Pactola reservoir during the irrigation season, May-September.
- Conducts performance evaluations and establishes performance goals and monitors performance of Water Production Group.
- Reviews and comments on design projects related to the water production facilities and attends project progress meeting.
- Performs other job duties as assigned.
- Carries out supervisory duties in accordance with the organization’s policies and applicable laws.

**Qualifications:**

**Education and/or Experience:**

High school diploma or general education degree (GED) and four to ten years related experience and/or training, to include two years in a supervisory role.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Ability to obtain a Class IV Water Treatment Operator’s Certification as stated in the minimum qualifications for licensing by the State of South Dakota Board of Operator Certification, South Dakota Department of Water and Natural Resources within 18 months of hire.
Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.