

CITY OF TRENTON, MISSOURI – Job Description

April 2026

Identification

Position Title: Water Plant Supervisor
Department: Trenton Municipal Utilities
Immediate Supervisor: City Administrator

Job Summary

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, operation & repair of water treatment facilities systems, and water chemistry.

Job Scope

Works under the general supervision of the City Administrator.

Exercises close supervision over assigned maintenance, operation, water chemistry, water quality, treatment and processes, water storage and pumping, and treatment plant operators.

Essential Duties and Responsibilities

Make treatment decisions to ensure the best water quality at the most affordable cost.
Supervises and leads the Water Treatment Department.

Review operating records, laboratory reports, schedule sampling cycles, coordinate sampling sites.

Plans, schedules and implements construction, maintenance, operation and construction activities designed to provide quality water service for the city; oversees construction and maintenance work to determine acceptability and conformance to State of Missouri standards.

Hires, trains, supervises and disciplines employees performing the duties of maintenance, construction, operation, treatment, chemistry, water quality, and repair of water facilities.

Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of water facilities.

Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, and submits water reports to regulatory agencies.

Advises city officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding water operations.

Ensure that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from the storeroom.

Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.

Oversee the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.

Assists in motivating and evaluating personnel by acting as a liaison between crew members and other city supervisors.

Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of department facilities to ensure that all equipment is in proper working order.

Analyzes annual operating costs, makes recommendations for department budget, and prepares the recommended water treatment budget to the city administrator.

Provides recommendations regarding equipment purchases and requisitions for all supplies and materials needed for effective department operation.

Coordinates operations and functions that are joined with other departments within the City of Trenton.

Prepares long-term capital improvement plans for the water treatment, pumping and storage operation.

Maintain knowledge in new regulations and rules in water treatment and chemistry as well as new processes.

Peripheral Duties

Responds to customer inquiries & complaints.

Performs the work of subordinate employees as needed.

Minimum Education, Experience and Certification Requirements

- (A) Graduation from high school or GED equivalent, and
- (B) Five years of experience relating to the construction, repair and maintenance of water facilities.
- (C) Any equivalent combination of water treatment-related education and experience.
- (D) Missouri Class "A" Water Operators Certification. DSIII Certification recommended.

Skills, Knowledge, and Abilities

- (A) Thorough knowledge of treatment processes, and knowledge in water chemistry with the ability to think processes through for cause and effect. Ability to interpret specific chemical and biological analyses.
- (B) Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water facilities.
- (C) Skill in operation of the listed tools and equipment.
- (D) Ability to guide, direct and motivate employees; Ability to operate and maintain various equipment used in water facilities, maintenance and repair.
- (E) Ability to organize and supervise the activities of various crews performing construction and maintenance work; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments, the public, regulatory agencies, professional organizations, and other water facilities.

SPECIAL REQUIREMENTS

Valid State Driver's license.

Tools and Equipment Used

Knowledge of operation and use of motorized vehicles and equipment, pumps, generators, common hand and power tools, shovels, wrenches. Skill in use of SCADA, mobile radio, phone, personal computer, copy and fax machine, Laboratory Equipment etc.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and 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 the ability to adjust focus.

Work Environment

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Residency Requirement

The employee is required to comply with the City of Trenton’s residency and other employment requirements.

Signature/Approval

Employee Date

Supervisor Date

Department Director Date