

GUYANA WATER INC.

JOB DESCRIPTION

Job Number:	OPS - 018
Job Title:	Production/Distribution Supervisor
Department:	Operations
Reports To:	Assistant Divisional Manager
Supervises:	Plant Operator Craftsman 1 and 11 Craftsman 111 Mobile Operator Pump Station Operator
Purpose:	To provide supervision for the operation and maintenance functions of the production facilities and the transmission and distribution systems.

MAIN DUTIES AND RESPONSIBILITIES:

WATER PRODUCTION:

1. To supervise the operations of water production facilities to ensure the quantity of water produced meet planned targets.
2. To regularly monitor water production to ensure that the final water quality conforms to established standards.
3. To supervise routine, planned preventative, and emergency maintenance activities ensuring effective completion in accordance with specifications.
4. To analyze production reports to ensure that equipment and treatment process are working effectively. Takes appropriate action to identify and rectify problems in the production process.

WATER TRANSMISSION AND DISTRIBUTION:

1. To supervise the maintenance of the transmission and distribution network ensuring that works are carried out in accordance with technical standard practice.

2. To develop and maintain a weekly schedule of inspections to the transmission and distribution system to identify and repair leaks or breakages in a timely manner.
3. To investigate customers' complaints of inadequate supply of water and take corrective action.

OTHER:

1. To requisition supplies of materials (including chemicals, pipes fittings, spares etc) tools and stationery to facilitate the work of subordinate staff. Ensures that adequate records are maintained to monitor usage.
2. To supervise the use of chemicals in the disinfection or shock treatment of well and related infrastructure.
3. To prepare weekly work schedules for subordinate staff, monitor and evaluate their work performance.
4. To prepare and submit employees time record to support the preparation of the payroll. Certifies claims for the payment of allowances.
5. To ensure compliance with the Occupational Safety and Health standards.
6. To prepare and submit operational and other reports as may be required from time to time.
7. To deal promptly with disciplinary problems and grievances observing the established procedures and practices.
8. To perform other related duties which are consistent with the purpose and level of the post.

QUALIFICATIONS AND EXPERIENCE

1. A Technician certificate or equivalent in Civil, Mechanical or electrical Engineering.
2. A minimum of five (5) years work experience since graduation.
3. A minimum of two (2) years supervisory experience.
4. Knowledge of the operation and maintenance of pumps, motors, automatic control systems, and pipe networks and water treatment processors.

5. Ability to prepare clear and concise reports.
6. Good communication skills, both oral and written.