

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Water Operations Manager

Department: Environmental/Public Works

Pay Grade: 512

FLSA Status: Exempt

Job Code: E810

JOB SUMMARY

The purpose of this classification is to manage operations and activities of water treatment plant facilities to provide quality drinking water for public use and to produce quality potable water in compliance with federal, state and local requirements.

ESSENTIAL JOB FUNCTIONS

- Manages, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Serves as Acting Water Utility Manager in his/her absence.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules and work assignments; monitors status of work activities; meets/confers with assigned staff to discuss activities, problems, and pertinent information; assists with problem situations and provides technical expertise.
- Manages plant operations; oversees and monitors the treatment process and laboratory analysis; inspects work performed by staff; performs periodic safety checks; monitors feed rates of chemicals and hazardous materials; oversees entry of operational and inventory data into computer.
- Collects or receives water samples for chemical analysis; conducts regular chemical tests to determine the chemical composition of water, to control quality, and to ensure compliance with federal and state regulations; performs bench testing to identify levels of alkalinity, calcium hardness, chlorine, hypochlorite, conductivity, temperature, dissolved oxygen, phosphate, pH, iron, manganese, fluoride, silt density index, settleable solids, suspended

solids, total dissolved solids, total hardness, volatile solids, or other materials; conducts periodic quality control tests; logs test results on daily charts and log sheets.

- Collects samples for TOC, TKN, THM/HAA, oil and grease, TSS, COD, Lead and Copper, Nitrates and Nitrites, and radiological testing.
- Monitors gauges, meters, and charts to ensure proper plant operations; maintains logs/records of plant operations, meter/gauge readings, test results, chemical applications, and other data; prepares mandatory reports for submission to regulatory agencies.
- Develops and follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees.
- Monitors inventory levels of department equipment, chemicals, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders/requisitions for new or replacement materials; obtains competitive price quotes; receives incoming orders of chemicals and supplies; conducts periodic inventory counts; prepares and maintains asset inventory records.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents. Participate in budget planning and development for Water Plant. Monitors expenditures to ensure compliance with approved budget. Processes supply and equipment requisitions. Assists in development of long range capital improvement plans (CIP). Manages capital projects for upgrades and additions to water plant equipment and treatment processes.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Engineering, Chemistry or similar field; eight (8) years of experience in water distribution and water treatment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Three (3) years in a management/supervisory capacity required.

Licenses or Certifications:

- Possess and maintain State of Georgia Class I Water Treatment certification.
- Possess and maintain Confined Space certification
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- Required to pass and maintain BAC-T proficiency testing.

Knowledge, Skills and Abilities:

- Knowledge of water treatment plant operations.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to perform in a management capacity over other workers, including instructing, reviewing work, maintaining standards, issuing orders/instructions and coordinating activities.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to use mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plan and solid, and rectangular coordinates; mathematical classifications or schemes.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is medium work which requires the ability to exert medium physical effort in medium work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (10-50 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as odors, wetness, machinery, vibrations, toxic agents, caustic chemicals or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.