

# WATER TREATMENT PLANT MANAGER

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Position Code: 2230

WC Code: 7520

FLSA Status: Non-Exempt

Pay Grade: 355

Location: Public Services

Approval Date: 2018

## **General Statement of Duties**

Directs the operations of Mooresville's water treatment plants and serves as the Operator in Responsible Charge (ORC). This person manages daily operations through subordinate supervisors and staff including all areas of Maintenance, Operations and Laboratory Functions. This person ensures all work activities are performed safely and meet quality and efficiency standards; ensures operations meet applicable state and federal compliance regulations; and monitors the use of funds and other allocated resources while ensuring work stays within budgetary limits. This position reports to the Public Utility Director .

## **Distinguishing Features of the Class**

An employee in this class performs a variety of supervisory, operational and maintenance duties designed to produce a safe and adequate supply of properly treated water. Work involves analyzing laboratory results and effecting changes in the chemical processes of the plant. The employee supervises the operations section of the plant including participating in hiring, training, ensuring safety, assigning employees to shifts, approving leave, and providing technical guidance. Work also involves supervising and participating in maintenance and repair activities, establishing and maintaining a variety of records on the computer and reviewing the records of subordinates. The employee is subject to hazards associated with treatment plant operations including working both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. The employee may be required to wear a respirator when working with environments or chemicals that are hazardous or potentially hazardous. This employee is the Operator in Responsible Charge (ORC); work is performed under general supervision of the Utility Director and reviewed by observation, conference, and reviewing records for adherence to operations, standards, instructions, and safety practices, and to effectiveness of the plant staff.

## **Duties and Responsibilities**

Directs activities of workers engaged in filtering, chemically treating, pumping, and testing fresh and processed water in preparation for human or industrial use; plans daily work schedule and assigns tasks to workers based upon priority of work and expertise of individual workers.

Participates in long and short term planning to include budgeting, the development goals and objectives, and the prioritization and scheduling of maintenance and capital projects.

Compiles and presents the budget for treatment plants, raw water intake and elevated storage tanks and capital improvement plans.

Directs purchasing activities; approves purchase requests; analyzes equipment requests and needs; selects and purchases new equipment; and monitors expenditures for all water treatment facilities.

Manages and coordinates work with consulting engineers, vendors and contractors.

Maintains records on chemical usage and storage, equipment operation, and personnel attendance.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals;

Submits reports to state and federal agencies and serve as the point of contact with such agencies.

Reviews laboratory and operator reports of plant operations and laboratory analysis; determines when and what adjustments are needed in the chemical processes to meet permitted levels for discharge; recommends, performs, or instructs the changes.

Schedules workers for 24-hour, seven day coverage of plant operations; approves leave; participates in the hiring process; trains new employees and coordinates in-service training; inspects work; provides employee performance coaching and evaluation.

Provides safety training and insures that facilities and practices comply with all safety regulations.

Prepares operator guidelines and standards practices; supervises and participates in plant operations, maintenance, and laboratory analysis.

Prepares preventative maintenance schedules for plant equipment and facilities; prepares cost estimates; insures that proper maintenance occurs and is documented in maintenance records.

Participates in major and minor repairs to plant equipment and facilities.

Analyzes chemical dosage and determines waste rate; communicates instructions to plant operators.

Participates in short and long term planning including budgeting; directs purchasing activities; orders parts and supplies using the requisitions system; monitors budget expenditures.

Conduct tours for visitors; investigates public complaints; and maintains good public relations.

Prepares various reports and maintains licensing or certifications standards.

Performs laboratory analysis when needed.

Fills in on shift for absent operators.

Performs related duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

Thorough knowledge of the operating characteristics of water treatment plants.

Thorough knowledge of biological, chemical and mechanical principles pertinent to treatment plant operations.

Thorough knowledge of the occupational hazards of the work and of necessary safety precautions.

Considerable knowledge of applicable federal, state, and local laws, ordinances, and permitting requirements.

Considerable knowledge of the maintenance requirements of plant equipment and facilities.

Working knowledge of personnel policies, supervisory principles and effective techniques.

Working knowledge of municipal budgeting and purchasing policies and practices.

Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.

Ability to conduct laboratory tests.

Ability to provide clear instructions, train, motivate and review the performance of employees.

Ability to read meters, charts, and technical manuals and drawings accurately and to maintain records of shift operations.

Ability to establish and maintain effective working relationships with regulatory officials, other employees and the general public.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, grasping, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to read gauges, dials, and observe moving parts of machines, to operate a computer terminal, and to record and review written records.

### **Minimum Education and Experience**

Any combination of education and experience equivalent to graduation from a community college with a degree in chemistry or biology and five to seven years of experience in the operation and maintenance a water treatment plant; or an equivalent combination of education and experience.

### **Special Requirements**

Possession of Water Operator's Class A level certificate for the State of North Carolina.