

WATER TREATMENT PLANT MANAGER

Position Code: 2230

WC Code: 7520

FLSA Status: Exempt

Pay Grade: 358

Location: Public Services

Approval Date: 2023

General Statement of Duties

Directs the operations of Mooresville's water treatment plants and may serve as the Operator in Responsible Charge (ORC) and/or supervise one or more ORCs. This person manages daily operations through subordinate supervisors and staff including all areas of Maintenance, Operations and Laboratory Functions for two water treatment facilities, a remote raw water pumping station and multiple elevated storage tanks within the system. 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 Water Resources Director.

Distinguishing Features of the Class

An employee in this class supervises a variety of operational and maintenance duties designed to produce an adequate supply of properly treated water. The employee participates in or directs activities related to hiring, training, shift scheduling and safety protocols. This employee is responsible for capital and operations budgets for the water treatment department. 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 may act as the ORC; work is performed under general supervision of the Water Resources Director and reviewed by observation, conference, and reviewing records for adherence to operations, Town standards, instructions, and safety practices.

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;

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 capital and maintenance budgets for treatment plants, raw water intake and elevated storage tanks.

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 serves as the point of contact with such agencies.

Ensures operator scheduling is sufficient to properly run two plants 24 hours, 7 days per week.

Ensures that sufficient safety training is provided for all staff.

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

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

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

Performs laboratory analysis or provides guidance to staff 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 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.

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

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

Considerable 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

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to finger and grasp, handle, feel or operate objects, tools, or controls and talk or hear. The employee is occasionally required to climb, balance, stoop, kneel and crouch. This position involves medium work requiring the employee to exert 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. Lifts and carries heavy equipment and/or materials (up to 25 pounds) to perform assignments.

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.. Considerable supervisory experience strongly preferred.

Special Requirements

Possession of a North Carolina A-Surface Water Treatment Operator Certification or the ability to obtain through reciprocity within 6 months of hire is required.

Possession of a North Carolina Class C Drivers License,