

WHITE COUNTY WATER AUTHORITY

JOB DESCRIPTION

JOB TITLE: Water Treatment Plant Manager
JOB STATUS: Exempt / Supervisory
DEPARTMENT: Treatment Department
SUPERVISOR: Executive Director

GENERAL NATURE OF WORK

This is a responsible supervisory work in the Distribution/Treatment Department of the White County Water Authority. The employee serves as supervisor of the Distribution/Treatment Department. This person supervises the production and the distribution of safe, potable drinking water to the residents of White and Hall County. Ensuring that all plant activities and plant operations are in compliance with local, state, and federal requirements.

EXAMPLES OF DUTIES

Manages the operation of water plant, raw water reservoir, pump stations, ponds and or storage tanks in order to insure the production of adequate quantity and quality of drinking water

Continuously review lab results to ensure the correct application of chemicals in the production of safe, potable water

Maintains facility and equipment in proper working order to ensure continuous plant operation, schedules regular maintenance and repair of equipment and facility

Keep records of all plant operations including the quantity and quality of the water produced

Maintenance of equipment, facility, chemicals used, etc.

Supervises plant personnel by assigning work schedules, ensuring adequate on-the-job training, reviewing their performance, and recommending corrective action when necessary

Responds to plant emergencies; is on call 24 hours a day

Oversees duties of disinfection crew

Promotes a positive image of White County Water Authority by conducting plant tours, undertaking speaking engagements, responds to public inquiries

Performs related duties as required

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of all local, state and federal regulations

Knowledge of SCADA system, hardware and software

Skills in use of computers

Ability to keep records of EDP and EPA reports

Keeps Executive Director informed of all happenings at water plant

DESIRABLE EDUCATION, TRAINING AND EXPERIENCE

Standard High School or GED diploma, with 5 years experience in the water distribution field.

Must have a valid Georgia Distribution or Class I water treatment system operator license.

Note: This job description is not intended to be all inclusive. It is intended to identify the major responsibilities and requirements of this job. Employee may be requested to perform job-related responsibilities and tasks other than those stated in this description.