

**Job Title:** Water Plant Manager  
**FLSA Status:** Non-Exempt  
**Department:** Water  
**Grade:** H22  
**Reports To:** City Manager

**Job Summary:** Supervises the treatment and production of safe, potable drinking water to the residents of Adairsville. Ensures that all plant activities and operations are in compliance with all local, state, and federal requirements. Directs and coordinates the daily operations of the water treatment plant and microbiology laboratory. Oversees the operation and maintenance of water tanks, booster stations, a splash pad, and some meter vaults within the water distribution system. Develops departmental standard operating and safety procedures, recurring maintenance schedules, monthly work schedules, and ensures accurate records are kept reflecting operations and maintenance. This position works with state, federal and other agencies; co-workers; building contractors; utility company representatives; engineers and the public to provide administrative support.

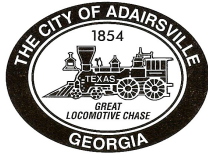
**FLSA Status:** Non-Exempt

**Schedule:** This position works Monday- Friday from 8:00 a.m. until 4:30 p.m. Participates in the department afterhours, weekend and holiday on-call rotation schedule.

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

**Major Duties:**

- Manages the operations of the water plant, including treatment and production, the water microbiology laboratory, booster stations, water tanks, and some utility meters.
- Ensures effective operations to include: prepare of the annual departmental budget request for the water plant; assists with capital planning; establishes preventative maintenance schedules; makes recommendations for and administers water system contracts; electronically maintains all water plant data including activity and work order reports; and recommend the purchase of goods and equipment; maintain inventories.
- Establishes recurring maintenance schedules for the water treatment plant, water tanks, and booster stations with the aid of SCADA, and reviews maintenance work orders ensuring schedules are maintained and adjusted as needed.



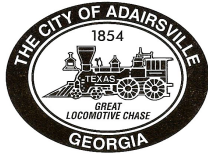
- Evaluates overall system operations and develops procedures where greater efficiency can be achieved.
- Maintain the water treatment plant systems in order to ensure the availability of a clean community water supply to include: maintenance of treatment plant systems;
- Maintenance and operation of the filtering and chemical treatment processes; inspection, and service and repair of components of the water treatment plant including water intakes, pipes, water storage vessels, chemical treatment equipment controls, circulation pumps, and valves.
- Inspect the treatment plant systems on a daily basis to ensure effective operations and arrange for major repairs.
- Maintain the physical plant and mobile equipment including: conduct regular inspections of the physical plant; establish a preventative maintenance program; inspections of mechanical, generators, electrical and other building components and systems; maintain mobile equipment including vehicles; and make arrangements for major repairs to the physical plant and mobile equipment.
- Maintains Georgia EPD Drinking Water Laboratory Certification.
- Compiles and provide reports to government agencies, departments, the public, and other organizations as required.
- Establishes priorities to deal with emergencies and unanticipated needs.
- Provides technical assistance and consults with other departments on matters pertaining to water standards and maintenance; supervise and oversee compliance with Federal, State and local water quality standards.

**Additional Duties:**

- Performs other related duties as required.

**Minimum Qualifications:**

- High school diploma or G.E.D.
- Must have a bachelor's degree in microbiology, biology, or equivalent. Or, must have a degree in a subject other than those listed above with at least one college level microbiology laboratory course in which environmental microbiology was covered.
- Must have had a minimum of one week training at a Federal or State agency or academic institution in microbiological analysis of drinking water or 80 hours of on-the-job training in water microbiology at a certified laboratory, or other training acceptable to the State or EPA.
- Valid State of Georgia Driver's License
- Position is subject to call-in and overtime work; possible shift rotation during emergency conditions.
- Must be able to come to work promptly and regularly.
- Must be able to perform work accurately, safely, and complete tasks in a timely manner.



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- Four years of responsible administrative experience working in water treatment operation with at least two years of supervisory experience.
  - Georgia Class 1 Drinking Water Operators License
  - NPDES Blue Card (within one year of employment)
  - Responds to emergency calls 24 hours per day.

**Knowledge Required by the Position:**

- Considerable knowledge of water supply and distribution systems; principles of supervision; construction requirements for water distribution system; water quality laws, water sampling methods and regulations; budget preparation and fiscal management and a working knowledge of interpersonal communication skills.
- Ability to analyze water treatment and distribution systems, identify problems and determine optimum solutions; make accurate decisions in emergency situations where consequences of error could be costly; communicate effectively both verbally and in writing; plan and organize work of subordinate personnel; evaluate employee performance and make related decisions for the good of City service; enforce related policies, procedures, regulations and standards without partiality; develop effective working relationships with elected officials, managers, department heads, subordinates, consultants, other agencies and the public.

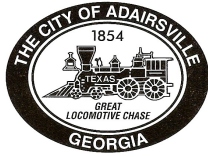
**Supervisor Control:** The City Manager assigns work in terms of very general instructions. The work is reviewed from an overall standpoint through conferences, reports and observation of activities.

**Guidelines:** Guidelines include federal, state, and local laws; Safe Drinking Water Act regulations; City policies and procedures; departmental policies, Georgia EPD rules and regulations, ADA, HIPAA and Workers' Compensation regulations; engineering standards, environmental regulations, and safety rules and regulations. These guidelines require sound judgment and interpretation in application.

**Complexity:** The work consists of a variety of administrative, supervisory and technical duties associated with managing the activities of a water treatment plant.

**Scope and Effect:** The purpose of this position is to effectively manage the daily operations of a water treatment facility. Successful implementation ensures adherence to all federal and state water requirements. Errors can result in backups, unnecessary repairs, consumer complaints, health hazards, environmental contamination, fines and loss of service.

**Personal Contacts:** Contacts are typically with co-workers, subordinates, vendors, contractors, consultants, construction personnel, state and federal regulatory personnel, elected officials, department heads, other City employees and the general public.



**Purpose of Contacts:** Contacts are typically to give and exchange information, resolve problems, and provide services.

**Physical Demands:** The work is typically performed with the employee sitting at a desk with intermittent standing, walking, carrying, pulling, climbing, stooping, kneeling, crouching, and crawling. Employee is required to move around a water treatment facility, crawl into confined areas, use tools requiring a high degree of dexterity and distinguish between shades of color and odor.

**Work Environment:** The work is typically performed in both an office and outdoors, exposing the employee to dirt, loud noise, irritating chemicals, machinery with moving parts and inclement weather conditions. At times, the employee must wear safety equipment.

**Supervisory and Management Responsibility:** Exercises supervision over all plant operations and maintenance staff.