

UTILITIES OPERATIONS MANAGER

CODES/PAY GRADE

Class Code: 2130 EEO Code: A FLSA: E Pay Grade: E

MAJOR FUNCTION

Highly responsible management position overseeing the operation of the water treatment and wastewater treatment plants located throughout the county.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, organizes, and directs the safe and efficient operation of water plants and wastewater treatment plants, collection and distribution systems.

Plans and schedules personnel to assure the maximum effective utilization of the plants and equipment.

Supervises the maintenance of records and preparation of reports. Trains and instructs subordinates. Supervises professional and technical subordinates responsible for laboratory checks and tests.

Reviews work of subordinates and initiates corrections and improvements as required to maintain production of potable water.

Advises supervisors regarding the condition and adequacy of plants and equipment. Inspects plant installations and directs or takes corrective action for operational, mechanical, or electrical malfunctions.

Assists in design of and writing specifications for plant expansion, equipment replacement and rebuilding. Assists in planning and scheduling construction projects.

Plans, organizes, directs, and supervises the operations in wastewater treatment plants, lift stations, and inspection units. Helps prepare operating budget. Requisitions supplies and equipment.

Develops and implements, when appropriate, programs/procedures to satisfy regulatory requirements.

Directs and monitors the implementation of County and division plans relating to

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personnel actions.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of principles and practices of current water production methods. Knowledge of health and safety requirements in water treatment and plants and equipment operations. Knowledge of plants and

equipment and of maintenance requirements, including repair and replacement. Knowledge of the technical operations involved in water production. Knowledge of methods and practices of modern waste treatment and operating procedures. Knowledge of health and safety factors in waste treatment and in operating plant equipment. Knowledge of the chemical and physical processes involved in the treatment of wastewater.

Ability to supervise and instruct subordinate employees engaged in a variety of professional and technical activities. Ability to prepare concise, accurate, technical, and administrative reports, and to present verbal explanations of technical concepts and problems. Ability to inspect equipment in operation, detect changes in conditions, and make necessary adjustments or general repairs. Ability to make laboratory tests under standard procedures and make treatment adjustments accordingly. Ability to understand and execute written and oral work orders and maintain required records. Ability to plan, assign, and supervise the work of others.

MINIMUM QUALIFICATIONS

Bachelor=s degree in Business Administration, Public Administration or related field and five (5) years of experience in responsible management or supervisory position preferably in the operation of water and wastewater plants.

Possession of Class "C" Water Treatment Operators License and a Class "C" Sewage Treatment Plant Operators License as issued by the State Department of Health and State Department of Pollution Control within one (1) year of appointment.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary to light work. Ability to walk, stand, sit, kneel, bend, squat, talk, see, grasp, twist, talk; manual dexterity.

Environmental Demands: Inside work. Ability to tolerate noise, vibration, fumes, odors

and poor ventilation. Limited exposure to chemicals.

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; legal and regulatory documents; financial reports, letters, memos, instructions; safety rules. Ability to perform shop math and basic math including ratios, percentages and operating formulas. Ability to write reports, financial reports, memos, letters, instructions and policies/procedures. Ability to speak publicly; conversant in theory and practices of discipline to laymen. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/97
Retitled 9/95