

TITLE: Assistant Water Treatment Plant Manager

WTP/3-841

DEPARTMENT: Water Treatment Plant, Fayette County

JOB SUMMARY: This position is responsible for assisting in managing the operations of a water treatment plant.

MAJOR DUTIES:

- o Plans and oversees the water treatment process to ensure compliance with regulations.
- o Prepares requisitions; orders equipment, chemicals, reagents, tools, and paper products.
- o Monitors the operation of wells, pump stations, chemical feeders, and other equipment.
- o Prepares and submits accurate reports and records.
- o Prepares and submits employee payroll.
- o Responds to customer complaints and emergency calls.
- o Review and evaluate employee performance.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the operating procedures of the county's water treatment plant.
- o Knowledge of the maintenance and repair of mechanical equipment.
- o Knowledge of occupational hazards and safety precautions necessary for the safe operation of a water treatment plant.
- o Knowledge of chemical application in the water treatment process.
- o Knowledge of basic arithmetic.
- o Knowledge of management principles and supervisory practices.
- o Knowledge of modern office practices and procedures.
- o Knowledge of municipal budgeting procedures.
- o Knowledge of computers and job related software programs.

- o Skill in testing and repairing meters and gauges.
- o Skill in oral and written communication.
- o Skill in the planning, directing, and supervising the work of personnel.
- o Skill in planning and meeting deadlines.
- o Skill in compiling and analyzing data.

SUPERVISORY CONTROLS: The Water Treatment Plant Manager assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include federal, state, and local laws; Safe Drinking Water Act regulations; ADA, HIPAA, Workers' Compensation, and other employment rules, and county policies and procedures, and department operating procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied management and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in managing the operations of a water treatment plant. Success in this position contributes to the efficiency of Water System operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, representatives of other municipal water systems, state or federal agents, customers, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is performed while sitting at a desk or table. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, water treatment plant, and outdoors. The employee may be exposed to dust, dirt, grease, machinery with moving parts, irritating chemicals, and cold or inclement weather. The work requires the use of masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Senior Water Treatment Plant Operator (6), Water Treatment Plant Operator (14), Water Treatment Plant Maintenance Worker (6), and Wetlands Caretaker (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.

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- o Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.