



Water System Director Water System - Administration

WS-ADM/1-850

JOB SUMMARY

This position is responsible for directing the development, operations, and regulatory compliance of the Fayette County Water System.

MAJOR DUTIES

1. Ensures compliance with the Safe Drinking Water Act; researches new regulations and treatment processes.
2. Plans, organizes, and directs Water System operations; provides guidance on the overall operation of the system; reviews and approves changes in operations; writes, compiles, and edits manuals and standard operating procedures; monitors system to assure water quality.
3. Supervises the operations of the Marshal's Office.
4. Approves Water System purchasing; participates in the development of budgets within the division; provides project and CIP guidance.
5. Participates in financial functions including revenue bond issues and debt service decisions.
6. Attends and provides input, information, or presentations to various meetings, including Board of Commissioners, Atlanta Regional Commission, Metropolitan North Georgia Water Planning District, Fayette County Technical Review Committee, Georgia Association of Water Professionals, school classes, and civic groups.
7. Handles customer complaints and inquiries.
8. Serves on various committees.
9. Provides direction and guidance to all divisions of the department, including Administration, distribution and facility maintenance and water production and operations.
10. Attends seminars and conferences.
11. Addresses media inquiries.
12. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of standard management and supervisory practices.
2. Knowledge of the EPA Safe Drinking Water Act and the Department of Natural Resources Drinking Water Act.
3. Knowledge of Environmental Protection Division laws and reporting requirements.
4. Knowledge of Safe Dam rules and regulations.
5. Knowledge of watershed mitigation and monitoring requirements.
6. Knowledge of the technical requirements of the North Georgia Metropolitan Water Planning District.
7. Knowledge of the Georgia Water Stewardship Act.
8. Knowledge of current water treatment rules and regulations.
9. Knowledge of water chemistry.
10. Knowledge of hydraulics.
11. Knowledge of the meter reading and billing system.
12. Knowledge of building and grounds maintenance.
13. Knowledge of the comprehensive county-wide recreation program and activities.
14. Knowledge of computers and job related software programs.
15. Knowledge of county projects, regional water plans, and zoning and development regulations.
16. Skill in the development and management of annual budgets.
17. Skill in public and interpersonal relations.
18. Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the EPA Safe Drinking Water Act, EPD Rules for Safe Drinking Water, the Safe Dams Act, the Fayette County Code, the Employee Safety and Loss Control Manual, American Water Works Association Standards, and Water System standard operating procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and administrative duties. Strict regulations and procedures contribute to the complexity of the position.
- The purpose of this position is to direct all activities associated with the operations of the Water System as it relates to providing safe drinking water to the citizens of the Fayette County. Success in this position ensures compliance with relevant rules and regulations, coordination between differing county functions, and supports major projects and major technology improvements.

CONTACTS

- Contacts are typically with co-workers, customers, city governments, fire departments, state and federal officials, members of the Metropolitan North Georgia Water Planning District, school teachers, and members of the general public.
- 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/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light or heavy objects and climbs ladders.
- The work is typically performed in an office or outdoors occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Facilities and Projects Manager (1), Administrative Services Manager (1), Financial Manager (1) Business Manager (1), Water Production and Operations Manager.

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

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

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field such as Engineering, Business Administration, or Public Administration.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- 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.
- Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.