



## Facilities and Project Manager Water System - Administration

WS-ADM/2-848

### JOB SUMMARY

This position is responsible for planning and supervising the construction, installation, repair, and maintenance of water system facilities, infrastructure, and equipment.

1. Oversees and manages the repair and maintenance of infrastructure and equipment associated with water system assets.
2. Oversees and monitors the work of contractors; inspects work for quality and compliance with terms and contracts.
3. Maintains accurate records and reports of expenditures; reviews and approves purchase requests.
4. Prepares or reviews technical specifications and bid packages for equipment, supplies and services.
5. Assists in preparing and implementing the annual budget; participates in the development of capital improvement budgets.
6. Oversees the water system asset management program.
7. Oversees the development and maintenance of the water system geographic information system (GIS).
8. Ensures that service contracts for specific equipment are monitored, renewed, and kept current.
9. Participates in the evaluation of the work order system to enhance repair efficiency and record keeping.
10. Oversees the chlorine risk management program and the maintenance of chlorination equipment.
11. Oversees the management of the underground storage tank for the Crosstown plant generator.
12. Oversees wetlands management and contracts associated with 404 permit requirements.
13. Monitors hydrological and water quality stream data for contracted water stream monitoring stations.
14. Provides technical assistance to water plant personnel for replaced or new equipment.
15. Assists water plant management in the development of plans for the safe and efficient use of equipment.
16. Participates in the development of policies and procedures related to water system assets.
17. Attends internal, interdepartmental, and external meetings as needed.
18. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of public utility operations and budgeting procedures.
2. Knowledge of water system operations and maintenance principles.
3. Knowledge of the occupational hazards and safety precautions necessary for the safe operation of the water system.
4. Knowledge of supervisory principles and practices.
5. Knowledge of mechanical and electrical principles.
6. Knowledge of project management and asset management principles.
7. Skill in reading and interpreting drawings and schematics.
8. Skill in the use of computers and job-related software programs.
9. Skill in interpersonal relations.
10. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Water System Director 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 county policies and procedures, the employee safety and loss control manual, county

purchasing rules, water system standard operating procedures, state and federal drinking water regulations, and federal chlorine risk management regulations. These guidelines require judgment, selection and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management and technical duties. The variety of system components contributes to the complexity of the position.
- The purpose of this position is to manage the development, repair and maintenance of water system infrastructure, facilities and equipment. Success in this position contributes to the provision of safe and environmentally compliant drinking water to system customers.

### **CONTACTS**

- Contacts are typically with other county employees, vendors, contractors, federal and state regulators, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, or provide services.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects and utilizes the sense of smell.
- The work is typically performed in an office.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Water System Maintenance Manager (1) Water System Utility Service Manager (1) and Water Distribution Manager (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. 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 the completion of a baccalaureate degree in a course of study related to the occupational field, such as science or engineering.
- 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 five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.