



Water System Maintenance Manager

Water System Maintenance

WSM/1-842

JOB SUMMARY

This position is responsible for the directing the maintenance of the Fayette County Water System, including facilities, treatment production equipment, and other equipment.

MAJOR DUTIES

1. Coordinates daily staff work and participates when needed to accomplish efficient maintenance and repairs.
2. Performs administrative functions to include working with purchasing staff on supplies and inventory costs, obtaining bids, preparing requisitions.
3. Processes work orders.
4. Maintains parts and supply inventory.
5. Works with staff, vendors, and contractors in the maintenance of county reservoirs, mechanical facilities, electrical and electronic equipment, SCADA systems, chemical/process controls, laboratory equipment.
6. Prepares and submits reports.
7. Identifies Water System repair and replacement projects; plans work schedules; acquires materials and prepares budget for Maintenance Group.
8. Responds to after-hours emergencies.
9. Provides training for Water System personnel.
10. Assists and supervises troubleshooting and repair of electrical, hydraulic, and pneumatic control systems and equipment.
11. Assists with and supervises the track of repairs, time, and materials used during emergency repairs and preventive maintenance.
12. Assists in and supervises the construction of wood, metal, and plastic structures; fabricates metal and plastic components.
13. Operates the water treatment facility.
14. Assists in and supervises the maintenance of the water tower, including electrical and lighting systems.
15. Assists in and supervises the installation of new and replacement wiring.
16. Assists in and supervises the maintenance and repair of pumps.
17. Assists in and supervises the repair of roofs.
18. Assists in and supervises the maintenance of water and chemical feed lines.
19. Assists in and supervises the maintenance of Class I dams; prepares dams for annual inspections; repairs dam drainage pipes; flushes wet well; removes trees and underbrush from dam sites; checks and maintains gates, fences, and locks; removes graffiti.
20. Assists in and supervises the construction, maintenance and repair of facilities gate operators, gates, and fences.
21. Operates and maintains large equipment.
22. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the operating procedures of the county's water treatment plant.
2. Knowledge of water supply, treatment, distribution, facilities operations, and maintenance principles.
3. Knowledge of the maintenance and repair of mechanical and electrical equipment.
4. Knowledge of occupational hazards and safety precautions necessary for the safe operation of a water treatment plant.
5. Knowledge of fence construction and repair principles.
6. Knowledge of chemical application in the water treatment process.
7. Knowledge of county plumbing codes.
8. Knowledge of computer/telemetry and motor control systems.
9. Knowledge of basic arithmetic.

10. Knowledge of hazardous chemical application principles.
11. Knowledge of electrical, mechanical, hydraulic, and pneumatic equipment maintenance.
12. Skill in the use of the Computerized Maintenance Management System.
13. Skill in the use of hand and power tools.
14. Skill in the use of a variety of grounds maintenance tools and equipment.
15. Skill in the interpretation of blueprints and sketches.
16. Skill in the maintenance and repair of water treatment plant equipment.
17. Skill in planning and meeting deadlines.

SUPERVISORY CONTROLS

The Facilities and Projects 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 county policies and procedures, the employee safety and loss control manual, safety regulations, 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, supervisory, and maintenance duties. Identifying and resolving problems in multi-component systems contributes to the complexity of the position.
- The purpose of this position is to supervise and supervise the maintenance of water treatment plant equipment, other water system assets, water system grounds, etc. Success in this position contributes to the efficiency of water system operations and ensures compliance with state regulations.

CONTACTS

- Contacts are typically with co-workers, elected or appointed officials, vendors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is performed while sitting at a desk or table or while standing, walking, bending, crouching, or stooping. The employee occasionally lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a water treatment plant, at pump stations, on elevated tanks, and outdoors. The employee may be exposed to machinery with moving parts, contagious or infectious diseases, or irritating chemicals, dust, dirt, grease, 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 Water System Maintenance Worker (4).

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

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- 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.
- Possession of a State of Georgia issued valid Class I Water Operator License.
- 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.