

DIRECTOR OF WATER TREATMENT PLANT

GENERAL DESCRIPTION: Performs complex professional and administrative work planning and directing the programs, activities and staff of the Water Treatment Plant. This is advanced professional administrative work in the management of the water treatment plant, intake facility, pump stations, and water storage tanks. The work involves the direction of the operation, maintenance and repair of the water treatment facilities. The work is performed under the direct supervision of the Utility Manager with whom consultations are held on major questions of policy interpretation. The Director of the Water Treatment Plant directs and coordinates the work of subordinate supervisors and employees engaged in the performance of the technical and maintenance functions of the Department.

ESSENTIAL FUNCTIONS OF THE JOB:

- Plans and directs through subordinate supervisors the activities of a large group of employees in the operation and maintenance of operating properties of the water treatment facility;
- Analyzes and approves projects to extend services;
- Assists in obtaining and coordinating Federal and State grants;
- Works with State Department of Public Health to ensure compliance with regulations;
- Confers with Town officials, contractors and others in regard to the water treatment facility;
- Changes chlorine tanks, records tank weights and checks for residual chlorine;
- Consults with subordinates on work problems, plans, blueprints, specifications and other working papers related to proposed utility operation, construction, installation and improvement projects;
- Reviews and analyzes methods, equipment used, and performance to find ways of increasing effectiveness, improving results, or effecting economies in operation and maintenance activities;
- Inspects projects and trouble areas to determine what work is needed and how it best can be accomplished;
- Maintains good public relations through courteous and prompt attention to complaints;
- Directs the keeping of records and supervises the preparation of necessary reports;
- Prepares estimates of operating needs of the Department, and submits requests for supplies, equipment and materials as needed;
- Responsible for coordination of safety and related training;
- Evaluates work and performance of subordinates;
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of the materials, methods and practices necessary to the construction, operation, maintenance and repair of a water treatment facility; thorough knowledge of the principles, practices, methods, materials and equipment used in water treatment, and pumping operations; thorough knowledge of the principles and practices of civil and sanitary engineering as applied to the planning, location, construction, maintenance and repair of water mains and major water treatment facilities; thorough knowledge of methods and practices of keeping records, cost estimates and accounts; thorough knowledge of Federal and State regulations including the requirements and procedures for securing grants; ability to make decisions, recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems; ability to plan, assign, supervise and coordinate the activities of the department, ability to determine long-range needs for expansion and reconstruction, and to plan and organize work for the efficient accomplishment of such objectives; ability to establish and maintain effective working relationships with subordinates, officials, representatives of other agencies and the general public; good professional judgment.

ACCEPTABLE TRAINING: Must possess a high school diploma or GED. Completion of a B.S. degree in Environmental Health or related field preferred and extensive progressively responsible administrative experience in water treatment operations; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. The Director must possess a Water Treatment Operator IV certification issued by the State of Tennessee.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employee in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 lbs.); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Task also involves infrequent operation of light farm/construction equipment, such as tractors or front end loaders.

Environmental Requirements: Task may require infrequent exposure to adverse environmental conditions. Task may involve exposure to noise, hazards and chemicals, and exposure for intermittent periods of time to inclement weather. Worker may be required to wear self-contained breathing apparatus.

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires taste perception and discrimination. Task requires odor perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 19
Exempt
May 01, 2024