

UTILITIES TREATMENT PLANTS OPERATIONS MANAGER

GENERAL

Assist in the Administrative and Technical work in the management of the operation and maintenance of the treatment plants. Work is performed under general supervision of the Utilities Treatment Plants Superintendent. This is an essential position, which requires incumbents to report to work during catastrophic events. In case of such an event, incumbents maybe required to work 12 hour shifts, seven days a week to help provide essential services to our customers.

EXAMPLE OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Provide excellent customer assistance, investigate and resolve complaints and requests for service.
- Plan, allocate, schedule & site inspect construction and maintenance activities, work assignments, and repair work at both the water and reuse treatment plants.
- Direct and supervise the day-to-day operations of the membrane plant, lime softening plant, and reuse treatment plant.
- Maintain relationships with regulatory agencies and insure permit compliance with the treatment plants and UIC (underground injection control) program.
- Manage and schedule personnel overtime, vacation, holiday/personal days, and work assignment schedules.
- Assist Superintendent in preparing and managing water plant & reuse plants annual operating budget, Capital Replacement and Capital Improvement programs.
- Perform observations of process, equipment, procedures, and overall functions to obtain the most effective and efficient treatment.
- Provide monthly updates for CIP projects.
- Ensures adequate inventories of chemicals and supplies for plants.
- Effectively coordinate maintenance and repairs of plant equipment with the Utilities Maintenance Manager.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and experience in the operations, maintenance and processes of membrane water, lime water and reuse water treatment.
- Knowledge of the controls, instrumentation and mechanical equipment in the utility industry.
- Knowledge of standard practices, terminology and safety standards in the utility industry.
- Knowledge of local, state and federal water/reuse regulations.
- Knowledge and experience with the materials and chemicals used in these treatment processes.
- Knowledge of computer operations and MS Office (Word Excel Power Point Access).

- Ability to effectively supervise skilled and unskilled employees.
- Ability to keep accurate records and prepare and submit accurate reports.
- Ability to follow oral and written instructions, as well as, clearly speak and write, and understand English.
- Ability to provide for safe working conditions for fellow workers.
- Ability to mentor, evaluate and guide staff to increase skill level, morale and efficiency.
- Ability to prepare and implement annual operations and capital improvement budgets.
- Ability to supervise and review work on other shifts.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of acceptable equivalency diploma. Associates degree in Environmental, General, or Business Management program or Engineering preferred. At least 5 years of operational and supervisory experience in a water/reuse utility.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Applicant must be able to perform mild manual labor, lift up to 30-40 lbs., wear a respirator and pass a pulmonary respiration test. Must have ability to detect differences between colors, including shades and brightness. Must be able to be deployed during emergencies.

SPECIAL REQUIREMENTS

Must hold a State of Florida Class “A” Water treatment plant operations license and a State of Florida Class “C” Wastewater plant operations license or higher. Must hold or obtain within one year a Southeast Desalting Association (SEDA) Membrane Operations Certification. Possess a valid State of Florida Motor Vehicle driver’s license.

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

11/2019

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 30/50

Location: Utilities Department

GERS: Regular Class