

WATER TREATMENT PLANT AND FACILITIES OPERATIONS MANAGER

Department of Public Works

Statement of Duties: The employee is responsible for the proper supervision of the City's Water Treatment Plant, other facilities and related distribution system to provide safe, clean and potable drinking water in accordance with State Department of Environmental Protection (D.E.P.) and Federal Environmental Protection (E.P.A.) regulations. The employee is required to perform all similar or related duties.

Supervision Required: Under the supervision of the Water Division Supervisor, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: The employee, as a regular part of the job, is required to lead other employees to assist them in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee may be responsible for taking any disciplinary action and may be involved in the hiring process. The employee may also be required to compile payroll, and manage time off of employees to ensure there is coverage.

The employee supervises up to eight (8) full-time employees who work at the same location and the same work shift – up to twelve (12) total including multiple shifts.

Accountability: Consequences of errors may result in labor/material costs.

Confidentiality: The employee may have access to confidential information in accordance with the State Public Records law.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Independent judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Work Environment: The employee is exposed on a regular basis to equipment/machinery found at a water treatment facility, noise, odors, biohazards, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, pressurized hoses that can result in personal injury and loss of time from work. The employee is required to work beyond normal business hours at nights or on weekends in accordance with the department work schedule and in response to natural and man-made emergencies on a 24/7 basis, 365 days per year.

Nature and Purpose of Relationships: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Contact with the public may occur on an occasional basis. Works or communicates on a regular

basis with professional personnel, engineers or the like, to successfully perform regular duties. Ordinary courtesy and tact is required.

Occupational Risk: Duties present frequent exposure to risk. Minor injury could occur if employee failed to properly follow safety precautions or procedures. Examples of injury include minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Supervises the daily operation, repair and maintenance of the City's Water Treatment Plant equipment, other facilities and machinery to provide safe and potable drinking water in accordance with Federal and State regulations as well as department operating practices.
2. Will create where missing or revise as necessary standard operating procedures for the processes at the Water Treatment Plant.
3. Works with, monitors and maintains the plant's SCADA system including the network that connects the facilities monitored by the treatment plant operations.
4. Work with the laboratory manager to continually optimize the water quality of the finished water.
5. Performs skilled and semi-skilled duties required for the proper operation of a public water treatment facility; operates controls and electric motors, pumps and valves to regulate and control water flow rates and levels, responds to related night emergencies.
6. Supervises the collection and testing of samples for water quality and making adjustments as necessary; enters data into the department's computer system.
7. Keeps detailed and accurate written and computer records of testing and facility maintenance activities, including all reports as required by the MA DEP and Federal EPA regulations.
8. Attends training sessions as required to maintain abreast of updates or changes in occupational safety requirements as well as treatment procedures and practices. Also responsible for training the staff in current safety and treatment procedures and practices.
9. Supervises the maintenance of the treatment plant facility and the facility's immediate grounds and walkways; supervises satellite pumping stations and storage facilities as part of the water distribution system.
10. Order supplies and other materials as needed. Assist with preparing the annual budget

and provide input into capital project needs.

Recommended Minimum Qualifications

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education and Experience: Position requires an Associates Degree or journeyman's level of trade knowledge; five to seven (5-7) years prior work experience in a water treatment facility with one to three (1-3) years in a supervisory capacity or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Position requires a MA Public Drinking Water Treatment License; Grade 4 Water Treatment and Grade D2 Distribution License with the ability to obtain a Grade D4 within two (2) years of employment.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of methods, operating practices, tools and equipment used in the operation and maintenance of the City's water treatment plant, pumping stations and distribution system; working knowledge of the safe and efficient operation of department equipment, the use of chemicals in the treatment process, required tools and machinery. A solid working knowledge of SCADA systems is essential.

Abilities: Identify and resolve problems, prioritize and perform assigned tasks in a detailed, efficient and timely manner. Mechanical ability to operate machinery and equipment in a safe and efficient manner. Ability to handle hazardous chemicals in a safe manner and to work in confined spaces.

Skills: Fine motor skills for the operation of department tools and equipment. Proficient computer skills, particularly Microsoft Office-Excel, and Word. Proficient oral and written communication skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires moderate intermittent physical strength and effort on a regular basis, such as, lifting heavy objects, carrying object(s) and stacking them or placing them in a vehicle or storage area. In addition, the employee is required to bend, stand, or walk for extended periods of time.

Motor Skills: Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using hand and power tools, operating department equipment, or climbing a ladder.

Visual Skills: Visual demands require the employee to constantly read written documents and as well as non-written materials such as personal computer screens for general understanding and analytical purposes. The employee is required to determine color differences.

This is a City of Taunton Management Association position (COTMA).

Any changes in the primary duties and responsibilities listed must be negotiated between the City and COTMA consistent with the parties obligations under MGL Chapter 150E. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the need of the department and requirements of the job change.