CITY OF HANCEVILLE WATER AND SEWER BOARD

Water and wastewater manager

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job.

Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Definition: Under the direction of the Board of Directors of the City of Hanceville Water and Sewer Board plans, organizes, and supervises the programs and activities of the Water and Wastewater Treatment Plants and auxiliary facilities sometimes referred to collectively as the “Plants” or “system”.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS: Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions: Supervise the operation and maintenance of the Plants. This includes the operations, maintenance, staff, planning, and budget of the system. Employees include semi-skilled and skilled workers and clerical personnel. The principal duties are performed in a public office building and treatment plant environment and include work in adverse weather conditions and exposure to power equipment and hazardous materials. Develops and implements goals, objectives, policies, and priorities; prepares and administers budget; plans, organizes, and directs the overall water treatment operation/wastewater treatment plant and, through subordinate personnel, the maintenance of the plants; trains personnel in the proper operations and maintenance of plant equipment; supervises the performance of plant operations and laboratory tests; recommends equipment purchases; maintains an adequate inventory of parts and supplies of equipment; prepares and supervises a preventative maintenance program and the related recordkeeping; prepares reports on plant activities to state agencies, supervisors, and the public; responds to questions and requests concerning treatment plant facilities and processes; supervises, trains, motivates, and evaluates employees.

Operates a personal computer (PC) to prepare complex narrative and statistical reports for the Board, such as, but not limited to: plant operations, water quality, chemical usage, pump efficiency, and equipment replacement and repair needs to access information for tracking or monitoring, and to input highly technical and budgetary data. Inspects plants to verify facilities are maintained properly and operating at maximum efficiency and that water and wastewater treatment and delivery of potable water is efficient and economical. Researches and evaluates requirements for commodities, services, personnel, and training needs. Operates a motor vehicle requiring a standard Alabama Driver’s License to drive between facilities and complete job assignments.

Marginal Functions: Performs other duties as required.

Qualifications: Knowledge of: Materials, methods, practices, and equipment used in the operation and maintenance of water and wastewater treatment facilities; operational technical aspects of
programmable controllers and computers; principles and objectives of water laboratory analysis; principles of supervision and effective management; and safe work practices.

Ability to: Plan, organize, and supervise the operation of water and wastewater treatment plants and facilities; supervise laboratory tests; analyze and interpret results submitted by laboratories for state agencies; operate all water treatment plant equipment; operate and program plant computer and controllers; supervise the preventative maintenance program; maintain accurate records and prepare clear and concise reports; establish and maintain cooperative working relationships with employees, public and private agencies, and the general public; provide and maintain a professional working environment for employees; understand and apply teamwork; deal fair and impartially with subordinates; maintain effective audio--visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned office equipment; maintain mental capacity which allows the capability of making sound decisions.

**Working Conditions:** Work in an office and water facilities environment; may work in confined spaces; may be exposed to hazardous materials and chemicals; sustain posture in a standing, walking, or seated position for prolonged periods of time; travel to attend a variety of meetings.

**FLSA Classification:** Non-exempt