

Utilities Board of the City of Cullman

Water Division

Job Title:	Chief of Operations
Reporting Location:	Water Treatment Plant
Terms:	Full Time
Work Schedule:	Monday – Friday, 8:00am – 4:00pm
After – hours Requirements:	As needed or required
Position reports to:	Water Plant Manager
Last Revision:	March 2022

Position Description: Responsible for supervising and participating in day-to-day water treatment operations to ensure the efficient production of quality potable water for public use. This includes interviewing, hiring and training employees; planning, assigning and directing work; evaluating performance; addressing complaints and resolving problems. This role will also ensure that compliance is met and maintained with a focus on applicable policies, standards, and regulations. Be responsible for monitoring, recording, and ordering water treatment chemicals as well as coordinating with the Chief of Maintenance any maintenance and or repairs needed for the delivery of the chemicals in the treatment process and quality water to the distribution. All supervisory responsibilities are carried out in accordance with applicable State/Federal employment laws and the Utilities Board of the City of Cullman Water Division policies and procedures.

Position Requirements: High School diploma or equivalent, Grade IV Alabama Water Treatment Certification, Minimum of 5 years lead role in water treatment operations, associate degree in a related field preferred. Ability to use very high level of judgement to accurately define problems, collect data, establish facts, draw conclusions and provide valid solutions.

Position Responsibilities:

- Plan, directs, and reviews the work of operation personnel in the water treatment plant.
- Prepares / oversees the preparation of water plant records.
- Reviews paperwork completed by subordinates for completeness and accuracy.
- Assures that operations and procedures of the water treatment plant comply with state and federal water quality regulations.
- Monitor, record, and requisitions water treatment chemicals.
- Prepares / oversees plant operations to monitor, calculate, and implement correct chemical treatment.
- Oversees operator, on-call, and call-in scheduling.
- Coordinate and communicate operation activities with the manager as needed.
- Serve as water plant representative point of contact for operational and chemical correspondence.
- Promotes and encourages a positive work environment among water plant staff.
- Assists with the development of capital improvement plans and proposes plans for future water treatment improvements.
- Conducts regular meetings with employees and encourages open and effective communications.
- Strong knowledge of water production and treatment and the Safe Drinking Water Act.
- Maintains a professional business appearance and image.
- Good communication skills to interact with team members, management, and support personnel.
- Available to work scheduled and unscheduled time to accommodate work demands and emergency situations.
- Oversee and assist when needed with ADEM required field sampling
- Strong management and supervisory skills
- Performs additional duties as needed.