



CITY OF HOT SPRINGS, ARKANSAS

Job Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described.

Water Facilities Operations Manager

Department	Water Production
Pay Grade	19
FLSA Status	Exempt
Safety Sensitive	Yes

JOB SUMMARY

The position is responsible for the overall operations of three water treatment plants including two raw water intake facilities, reservoirs, and a laboratory. Duties include: supervising teams of operators; enforcement of plant procedures and policies; ensuring that operating permits are current; ensuring that facilities meet and comply with all state and federal environmental regulations, guidelines, and reporting requirements; ensuring that staff is up to date on regulations and guidelines; and ensuring that personnel are properly trained. The position participates in selection of employees, develops, and manages budgets. Performs skilled work relative to the operation of a municipal water treatment plant. This position is designated as essential, requiring employee to report for work under severe or inclement weather events unless otherwise informed.

ESSENTIAL JOB FUNCTIONS

- Develops strategic plans for water facility needs.
- Hires, directs, evaluates, promotes, and disciplines subordinate employees engaged in the operation of water treatment plants.
- Prepares annual budget and approves expenditures for water treatment plants and utilities maintenance; meets goals and objectives in conformance with budgetary guidelines; approves procurement of equipment and supplies.
- Establishes and implements all operational procedures and policies to ensure safe and efficient operations.
- Supervises and inspects the use and maintenance of all water treatment facilities and grounds.
- Oversees sampling and testing systems and the functionality of pumps, conveyors, blowers, and other equipment.

- Ensures operational safety and security.
- Establishes and monitors precautionary and preventive maintenance programs.
- Plans and directs all phases of a municipal utility's treatment plant operation within legal and regulatory guidelines
- Ensures that water effluents and plant processes consistently meet federal, state and local laws.
- Ensures water treatment is carried out in accordance with specified environmental protection regulations; stays abreast of Federal, state, and local regulations and environmental guidelines regarding water treatment.
- Encourages and ensures the training of personnel in the areas of water treatment operator licensing.
- Ensures competent training in laboratory analysis, operations and maintenance procedures, and compliance to city policies and procedures.
- Ensures training employees of safety policies and procedures.
- Responds to all emergency situations, including coordination of contractors, public notification, and informing city personnel and governmental agencies as needed.
- Provides safe drinking water to any and all consumers on a daily basis.
- Completes and prepares reports to meet state and federal timelines to stay in compliance with laws pertaining to a drinking water treatment plant.
- Ensures all permits for Arkansas Department of Health, Arkansas Department of Environmental Quality, and various other regulatory agencies are up to date and renewed on an annual basis.
- Attends various project meetings, board meetings, and supervisor meetings on a daily and weekly basis.
- Communicates with customers when they have a question or concern for CHS Water.
- On call 24/7.
- Performs any other related duties as required or assigned.

Supervision Received:

Works under general supervision of the Utilities Director.

Supervision Exercised:

Exercises close to general supervision over other subordinate supervisors and plant personnel.

QUALIFICATIONS**Education and Experience:**

High School diploma or equivalent with completion of multiple utility industry related courses, seminars, management and supervisory training, and at least ten (10) years working experience associated with municipal utilities operations, with at least five (5) years in a managerial position; or any equivalent combination of education and experience.

Bachelor's Degree in Business Administration, Chemistry, Engineering, Public Administration, or another related field is preferred.

Licenses or Certifications:

Valid Arkansas driver's license and a clean driving record

Grade IV Water Treatment License required. Class I Wastewater Treatment License required.

Grade IV Water Distribution License is preferred

Knowledge, Skills and Abilities:

- Extensive knowledge of water treatment plant operations and maintenance.
- Extensive knowledge of various regulations governing the operation of municipal utilities.
- Considerable knowledge of effective personnel policies and practices.
- Considerable knowledge of governmental budgeting procedures.
- Considerable knowledge of SCADA system operations.
- Ability to effectively supervise skilled and unskilled employees, including ability to mentor, evaluate and guide staff to increase skill level, morale, and efficiency.
- Ability to delegate responsibility and authority to maximize use of employees' skills.
- Ability to implement recommendations to effectively resolve problems or issues by using judgment that is consistent with standards, practices, policies, procedures, regulation, or government law.
- Ability to formulate and maintain administrative policies and procedures.
- Ability to motivate, communicate, and supervise.
- Ability to plan for improvements in an expanding system.
- Ability to communicate effectively with the general public, state, and federal agencies.
- Ability to maintain comprehensive records and to prepare and present related reports.
- Ability to understand and follow complex verbal and written instructions.
- Ability to establish and maintain effective working relationships.

PHYSICAL/MENTAL DEMANDS

Frequently stands, walks, talks, and hears; occasionally sits; uses hands to handle objects; reaches with hands and arms; stoops, kneels, crouches, crawls, climbs, or balances; specific vision requirements include close, color, distance, peripheral, depth perception, and the ability to adjust focus; occasionally required to lift up to 50 pounds.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate to very loud; exposed to outdoor weather conditions, fumes or airborne particles, toxic or caustic chemicals and wet, humid conditions, and extreme heat or cold (non-weather); works near moving mechanical parts and in high, precarious places; at risk of electrical shock and/or vibration.

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge receipt of the job description and certify that I am able to perform the essential duties and responsibilities of this position and that I meet the qualification requirements stated herein. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties not specifically spelled out in this job description.

Employee Signature

Date

The information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job, and does not in any way represent a contract of employment.

The City of Hot Springs is an Equal Opportunity Employer and will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, disability, veteran status, marital status, ethnicity, pregnancy, sexual orientation, or national origin.