

*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 primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Assistant Water Operations Manager

**Department:** Environmental/Public Works

**Pay Grade:** 511

**FLSA Status:** Exempt

**Job Code:** E815

#### JOB SUMMARY

The purpose of this classification is to assist in the management and supervision of operations and activities of water treatment plant facilities, to provide quality drinking water for public use, and to produce quality potable water in compliance with federal, state and local requirements.

#### ESSENTIAL JOB FUNCTIONS

- Responsible for all training of new staff and mentoring of other staff members, in conjunction with the Water Operations Manager.
- Serves as Acting Water Operations Manager in his/her absence.
- Conducts evaluations of water treatment systems, both physical and chemical processes, and make recommendations.
- Serves as Water Plant Safety Representative, conducting safety audits, making recommendations, and conducting employee safety training. Updates safety manuals and standard operating procedures for the facility.
- Assists the Water Operations Manager in managing, directing, and evaluating assigned staff; processing employee concerns and problems; directing work; counseling, disciplining, and completing employee performance appraisals.
- Assists in coordinating daily work activities; organizes, prioritizes, and assigns work; develops work schedules and work assignments; monitors status of work activities; meets/confers with assigned staff to discuss activities, problems, and pertinent information; assists with problem situations and provides technical expertise.
- Assists in the management of plant operations; oversees and monitors the treatment process and laboratory analysis; inspects work performed by staff; performs periodic safety checks;

monitors feed rates of chemicals and hazardous materials; oversees entry of operational and inventory data into computer.

- Assists the Water Operations Manager with all State and Federal compliance issues. Controls water plant operations in strict accordance with established regulations, standards and procedures in compliance with the Safe Drinking Act.
- Collects or receives water samples for chemical analysis; conducts regular chemical tests to determine the chemical composition of water to control quality and to ensure compliance with federal and state regulations; performs bench testing to identify levels of alkalinity, calcium hardness, chlorine, hypochlorite, conductivity, temperature, dissolved oxygen, phosphate, pH, iron, manganese, fluoride, silt density index, settleable solids, suspended solids, total dissolved solids, total hardness, volatile solids, or other materials; conducts periodic quality control tests; logs test results on daily charts and log sheets.
- Collects samples for TOC, TKN, THM/HAA, oil and grease, TSS, COD, Lead and Copper, Nitrates and Nitrites, and radiological testing.
- Monitors gauges, meters, and charts to ensure proper plant operations; maintains logs/records of plant operations, meter/gauge readings, test results, chemical applications, and other data; prepares mandatory reports for submission to regulatory agencies.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, and regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees.
- Monitors inventory levels of department equipment, chemicals, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders/requisitions for new or replacement materials; obtains competitive price quotes; receives incoming orders of chemicals and supplies; conducts periodic inventory counts; prepares and maintains asset inventory records; monitors requisitions in City purchasing system.
- Communicates with Water Operations Manager, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, PowerPoint, or other system software.
- This position may be required to work shifts, holidays, and weekends.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Requires an Associate's Degree from an accredited college or university; six (6) years of experience in water treatment and distribution; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Licenses or Certifications:**

- Possess or be willing to obtain within twelve (12) months, a State of Georgia Class I Water Treatment certification.
- Possess and maintain Confined Space certification
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

### **Special Requirements:**

- Required to pass and maintain BAC-T proficiency testing.

### **Knowledge, Skills and Abilities:**

- Knowledge of water treatment plant operations.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to perform in a supervisory capacity over other workers, including instructing, reviewing work, maintaining standards, and coordinating activities.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **PHYSICAL DEMANDS**

The work is heavy work which requires the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds). Tasks also require the ability to

perceive and discriminate colors or shades of colors, sounds, taste, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as odors, wetness, machinery, vibrations, toxic agents, or rude/irate customers.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*