

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	E815
FLSA:	E
WC:	7520
PG:	510
EEO:	3

CLASSIFICATION TITLE: Assistant Water Operations Manager

PURPOSE OF CLASSIFICATION

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 effluent water in compliance with federal, state and local requirements.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Responsible, in conjunction with the Water Operations Manager, for all training of new staff and mentoring of other staff members.

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 testing to identify levels of alkalinity, calcium hardness, chlorine, conductivity, dissolved oxygen, phosphate, pH, 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.

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.

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, or other system software.

This position may be required to work shifts, holidays, and weekends.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associates Degree from an accredited college or university; six (6) to eight (8) 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. Must possess and maintain a valid Georgia driver's license. Must possess, or be willing to obtain within 6 months, a State of Georgia Class I Water Treatment certification.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Thorough knowledge of water treatment plant operations. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

Data Utilization: Requires the 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.

Human Interaction: Requires the ability to perform in a supervisory capacity over other workers, including instructing, reviewing work, maintaining standards, and coordinating activities.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the 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.

Functional Reasoning: Requires the 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.

Situational Reasoning: Requires the 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.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50-100 pounds).

Sensory Requirements: Some tasks 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.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, machinery, vibrations, toxic agents, or rude/irate customers.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.