

WATER FACILITIES MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for the overall operation, maintenance and staff of the Water Department's purification and treatment plant facilities. Work is performed under the general supervision of the Chief Water Treatment Plant Operator. The Water Facilities Manager oversees the scheduling of maintenance staff and ensures adequate supplies and materials are on hand. The incumbent coordinates with the Chief Reservoir Patrol Guard in regard to security issues such as access control, maintenance of security equipment and buildings, and emergency operations. Responsibilities also include coordinating with the Operations Manager to facilitate efforts during water transmission, main repairs or other work requiring water plant shutdown.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Oversees the maintenance of the City's watershed properties, resources and facilities;
- Oversees the scheduling of maintenance staff to ensure efficient use of manpower;
- Develops and manages a maintenance and replacement program;
- Prepares high level reports and analysis and makes recommendations to the Chief Water Treatment Plant Operator for Capital Improvement Projects;
- Maintains and repairs the water treatment plan, water lines, and the water distribution equipment and storage facilities;
- Participates in the development of system and safety training, scheduling and maintenance for all employees;
- Provides consultation and technical expertise to supervisors with regard to the operation and maintenance of water facilities;
- Maintains required safety records for employee's training history and schedules appropriate updates as needed;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of local, state and federal statutory and regulatory requirements affecting water treatment, chemical storage and hazardous materials;
- Thorough knowledge of the methods, techniques, tools and materials used in maintenance and repair of buildings, electrical systems, instrumentation, electronics and mechanical equipment;
- Thorough knowledge of the principles and practices of administration;
- Good knowledge of SCADA systems used in water treatment facilities;
- Good knowledge of safety practices;
- Good knowledge of personal computers and office equipment;
- Ability to monitor, conduct analyses and identify problems and critical factors in order to develop methods for corrective action;
- Ability to develop and maintain effective working relationships with employees in order to promote compliance with applicable codes and standards;

- Ability to communicate effectively, both orally and in writing;
- Ability to give verbal and written presentations;
- Ability to organize, assemble, categorize and prepare data for reporting purposes;
- Ability to work in adverse weather and environmental conditions;
- Ability to lift and carry fifty (50) pounds;
- Ability to climb a thirty (30) foot ladder;
- Good judgment;
- Integrity;
- Dependability;
- Resourcefulness;
- Initiative;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor’s Degree and five (5) years full-time paid experience supervising water treatment plant maintenance operations; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate’s Degree and seven (7) years full-time paid experience supervising water treatment plant maintenance operations; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL NOTE:

- Must possess a valid NYS Driver’s License at the time of appointment and for the duration of employment.
- May be required to work in the event of an undeclared or declared emergency.

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