

**MOUNTAIN REGIONAL WATER
JOB DESCRIPTION**



Job Title: Water Treatment Plant Manager

Effective: 11/2022 /2025

Department: Treatment

Pay Grade: 21

GENERAL PURPOSE

To provide managerial leadership to the District's Water Treatment department and oversees all activities related to the operation of the District's water treatment facilities. Promotes the continuous improvement of department operations.

SUPERVISION

Receives direction from the Director of Operations.

Directly supervises Water Treatment Plant Lead Technician(s) and Technician(s).

ESSENTIAL JOB FUNCTIONS

Under the guidance of the District's Director of Operations, provides leadership, direction, and managerial oversight to the Water Treatment department staff.

Directs, schedules, and supervises the daily activities of the water treatment plant's (WTP) maintenance and operation to ensure reliable treated water production which is consistent with District production goals.

Recognizes system deficiencies and provides recommendations for capital improvements.

Leads Water Treatment department related procurement activities.

Regularly communicates department status and needs to the Director of Operations. Establishes and manages project timelines. Keeps staff apprised of project status, project needs, and project goals.

Provides input to the Financial Management department regarding budgetary needs and conducts oversight over the department's annual budget.

Manages all department assets including the formulation and implementation of a preventative maintenance program, and repair and replacement needs. Prioritizes and tracks all work done at the District's water treatment facilities.

Maintains Operation and Maintenance (O&M) manuals and ensures the water treatment facilities are maintained in accordance with manual recommendations. Promotes and trains staff regarding modern industry best management practices.

Engages in the development of Water Treatment department staff including the development of a Lead Water Technician program with other District leadership staff. Regularly mentors and makes training opportunities available.

Participates in the recruitment, hiring, and training of the WTP operations and maintenance personnel.

Participates in performance evaluation of assigned personnel.

Thorough understanding of the Utah Division of Drinking Water rules that pertain to the functions of the Water Treatment department and an ability to articulate them to the department staff.

Directs treatment plant operations to ensure that the WTP maintains compliance with all regulatory requirements including the management of monthly WTP reports, [necessary sampling, and Sanitary Surveys](#).

[Assists in the coordination of the District's investigative sampling program. Engages as a member of the District's water quality program, provides input and recommendations related to water quality of the District's treatment system.](#)

Supports the District's safety program at the WTP; ensures personnel follow safety practices in work methods and procedures; enforces proper safety procedures while working in dangerous situations. Educates employees on rules, regulations, codes, safe work habits and potential hazards presented by their work.

Prepares specifications and repair cost estimates for larger treatment system repairs or revisions. Coordinates contractor schedules for facility repairs and revisions with operations criteria and staff availability as determined by the Director of Operations.

Keeps records, maintains files and assists in preparation of a variety of technical research and reports.

Reviews and comments on construction plans, specifications, submittals and contract correspondence as deemed necessary.

Helps to coordinate operations with neighboring utilities and water users.

Responsibility to support after-hour emergencies such as mechanical failure of equipment, chemical spills, emergency plant shutdowns and other emergencies. Maintains telephone and radio communications, handles emergency calls and public calls and reports same to supervisory personnel when necessary.

Collaborates with industry peers through local interaction, conferences, and other means.

EDUCATION AND EXPERIENCE

Required

- Graduation from high school or GED equivalent
- Six years of increasingly responsible experience in water utility operations and maintenance, including three years of experience working in a Water Treatment Plant.
- Completion of Utah Water System Operator certification: Grade IV Water Treatment and Grade IV Water Distribution within six months of hire
- Obtain Utah State Commercial Driver's License (CDL) within six months of hire
- AWWA's Effective Utility Management seminar within one year of date of hire
- 60-minute response time while on-call

Preferred:

- Associate's or Bachelor's Degree in related field
- Active Utah Water System Operator's Certification(s) and Utah State CDL
- Active Utah Class I or II Backflow Technician Certification
- Experience in the management of a drinking WTP

KNOWLEDGE, SKILLS, AND ABILITIES

Working Knowledge of: Principles, practices and methods of operating a membrane water treatment plant. Local, state and federal laws and regulations pertaining to the production, treatment, storage and transmission of potable water, including the Safe Drinking Water Act and relevant EPA and Utah Division of Drinking Water and Department of Health Regulations. Equipment and material requirements for plant operations. Treatment process

instrumentation used for control and monitoring of unit processes. Proficient understanding of Supervisory Control and Data Acquisition (SCADA) systems. Depth of knowledge in mechanical, electrical, and hydraulic systems. Arithmetic and basic mathematical calculations (formulas associated with water systems). Standard OSHA safe work practices and safety equipment related to the work; special safety requirements when working with chemicals, including respiratory safety requirements, and HAZWOPER requirements for chlorine. Modern office procedures, methods and computer equipment including word processing and spreadsheet software applications. Principles and practices of employee supervision, including training, work evaluation, discipline and customer service. Vendor relations techniques. Emergency response procedures.

Ability to Supervise and participate in the operations of equipment and processes commonly found in a potable water treatment plant, transmission and distribution facilities. Plan, organize, supervise, assign, work schedules and evaluate the work of subordinates. Lead, evaluate and provide guidance to staff and provide for their training and development. Read and interpret technical illustrations, blueprints, maps, plans, specifications, wiring and pneumatic diagrams. Analyze complex operational problems; evaluate alternatives, recommend and/or implement effective courses of action. Develop and recommend policies and procedures related to assigned operations. Learn and understand the WTP SCADA system and the relationship to plant and field operations. Manage emergency shutdowns of the plant. Organize, set priorities and exercise independent judgment within areas of responsibility. Communicate effectively both orally and in writing and give clear written and verbal instructions. Maintain records and files. Subject to 24-hour emergency callback and may require working overtime, varying hours, weekends and holidays.

WORK ENVIRONMENT

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Environment: May be required to work in inclement weather, including sun, cold, snow and rain; wear protective apparel, including goggles, face protectors, respirator, noise insulator, apron and shoes; work on an overtime or call-back basis; work around hazardous material and substances and work in confined spaces. Some positions in certain assigned areas are exposed to extreme heat, humidity, and noise; explosive hazards of gasses; mechanical and electrical hazards of machinery; fumes, odors and dust from excavation and construction.

Physical: *FREQUENT* walking, standing, sitting, downward flexion of neck, side-to-side turning of neck, lifting below and at waist level of tools weighing up to 25 lbs., including carrying of these tools up to 300 feet. *OCCASIONAL* bending and stooping, squatting, reaching above and at shoulder height, kneeling, balancing above ground, pushing/pulling, twisting at waist, upward

flexion of neck; lifting objects weighing 26-75 lbs. from below waist to above shoulder level either with or without assistance and transporting for distances up to 25 feet; lifting of objects weighing over 75 lbs. and with assistance transporting for distances less than 10 feet; manual dexterity to operate computer keyboard, grasp writing materials; strength to grasp hand and power tools. **INFREQUENT** crawling, climbing, lifting of objects weighing 26 lbs. to over 100 lbs. from below waist to chest level either with or without assistance and transporting for distances less than 10 feet.

Communication: **VISION** (may be correctable) to see writing, computer input, traffic hazards, field condition and discern small detail differences. **HEARING** for telephone, equipment, back-up alarms, two-way radios and headphones. **VERBAL** ability to converse in person and over telephones and two-way radios. **WRITING** for completion of logs, reports and performance evaluation. **READING** of logs, reports, and computer screens.

Other: Safety regulations prohibit incumbents from wearing contact lenses when working with certain chemicals, or from wearing beards or other facial hair that prevents a proper respirator fit. Must pass annual respirator physical and fit testing.

This position is considered safety sensitive and is subject to random drug testing.