

Title: Manager of Water Production
PG: 60
Status: Civil Service
Position Reports to: Assistant Director of Water Utilities
Department: Lakeland Water Utilities/Water Operations

Class Code: 2102
Date: 06/07

GENERAL DESCRIPTION OF CLASS:

This is supervisory and administrative work directing the overall operation of the municipal water production facilities including a lime softening plant, wells, booster stations and all other water production facilities. Performs process engineering functions, oversees and coordinates the work of engineers and consultants in the development of plans and specifications for repair, upgrades or expansion. Assist in the development of long-range plans. Confers with and advises the Assistant Director of Water Utilities on daily operations, budget, personnel and process problems encountered with water production.

ESSENTIAL FUNCTIONS:

1. Assigns, supervises and inspects the work of skilled and semi-skilled employees engaged in water plant operations; checks materials and workmanship and monitors work methods and procedures. Ensures employee performance levels, counseling, and discipline within department policies and goals.
2. Consults with customers, contractors and engineers on problems, complaints and conditions pertaining to water production and treatment.
3. Develops computer utilization for optimum chemical, power and equipment usage for economical operation. Operates or directs others in the use of plant computers toward these and other goals.
4. Ensures compliance with Federal and State regulations pertaining to water quality and treatment and distribution water quality levels.
5. Directs preparation of specifications for major equipment purchases and chemical supplies and reviews material inventory, maintains records and directs maintenance personnel to ensure equipment reliability and availability.
6. Oversees preparation of annual water production budget, administers the budget to comply with department goals and administers various projects to improve plant performance.
7. Communicates effectively to employees and customers to ensure customer satisfaction and meet the goals of the Water Utility.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of water testing for health and aesthetic standards.
2. Thorough knowledge of the materials, methods, practices and equipment used in water production and water treatment.
3. Thorough knowledge of federal, state and local regulations pertaining to portable water supply.
4. Ability to plan, layout and supervise varied labor operations and effectively coordinate the activities of subordinates.
5. Ability to keep records and prepare written and verbal reports of water production and water treatment activities.
6. Ability to establish and maintain effective working relationships with supervisors, co-workers, other City employees, and the general public.

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WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves climbing stairs, walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.

The job risks exposure to some significant environmental hazards (chemical, electrical, mechanical), bright/dim light, inside and outside environmental conditions, extreme noise levels, cold/heat and heights.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in chemistry, chemical, sanitary engineering or a closely related field.
2. Four (4) years experience in water production and water treatment.
3. Two (2) years working in a supervisory or administrative capacity.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must have State of Florida, Class A Water Plant Operator Certification.