

WATER PLANT MANAGER

SUMMARY:

Under general direction, plans, supervises, coordinates, and controls the City's 47 MGD water treatment plant and water distribution systems operation, maintenance, construction and repair efforts dedicated to infrastructure (pipes, pumps, mixers, tanks, filters, dewatering presses, ozone generators, electrical generators, sludge disposal and buildings) and water treatment systems and operations; may perform related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Plans, organizes, directs, evaluates, and coordinates the work of staff, consultants, and contractors in the expansion, alteration, repair, operation, and maintenance of the Water Treatment Plant.
2. Develops and maintains a regulatory compliance program for the Water Treatment Plant to ensure Water Plant fully complies with all local, state, and federal laws, rules and regulations.
3. Studies plant operations and costs; prepares recommended annual budget and administers the expenditure of funds allocated. Makes recommendations and implements procedures and how to optimize water plant operations, maintenance, repair, replacement, and capital expenditures.
4. Properly responds to citizen's questions and inquiries on all water quality issues.
5. Develops departmental goals and objectives and/or policies and procedures.
6. Performs full supervisory responsibilities for assigned staff; interviews, trains, motivates, assigns, and evaluates work; disciplines employees according to established City procedures; conducts performance appraisals for assigned personnel.
7. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state, and local laws, ordinances, statutes, regulations, rules, policies and procedures related to public utilities operation and maintenance.
- Knowledge of the principles, practices and procedures of chemistry, biological process and analysis as it relates to drinking water, public utilities and/or infrastructure repair and maintenance.
- Knowledge of accounting, procurement, and budget methods and practices.
- Knowledge of supervisory methods and techniques.
- Knowledge of personnel principles and practices.
- Knowledge of planning skills and management techniques related to the operation of a large water treatment facility.
- Skills in delegating, assigning, reviewing, and evaluating work.
- Skills in project development application management.
- Skills in communicating effectively both orally and in writing.
- Skills in supervising others, communicating effectively with members of the general public, elected officials, and other employees.
- Ability to organize and analyze information and formulate recommendations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves supervising or performing moderate to heavy work in all types of weather. There is occasional need to stand, stoop, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

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MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Chemistry, Biology, Business or Public Administration, or related field and five (5) years experience in public utilities, public works, or water treatment systems, or, or any equivalent combination of training and experience. Two (2) years supervisory/managerial capacity, required.

A State of Florida Class A water plant operator license issued by the Department of Environmental Protection, highly desirable.

A valid Florida driver's license is required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.