



Water Plant Manager

Application Deadline: Tuesday, May 28, 2024, at 5:00 p.m.

Apply Online: <http://www.moline.il.us/109/Employment>

Hours: Monday – Friday, 7:00 a.m. – 4:00 p.m.

**Rate of Pay: \$45.4615 - \$65.9192 Hourly
\$94,559.92 - \$137,111.94 Annually**

Characteristics of the Job

Under general direction, is responsible for the operation, maintenance and regulatory compliance of the City's drinking water treatment plant. Managerial and technical skills are utilized in the management of skilled, semi-skilled and technical employees, who are supervised through oral and written work orders, reports and personal observation. Work is performed exercising considerable independent judgment within the guidelines of established policies and goals.

Examples of Duties

Plan, schedule and direct the operation and maintenance of the water treatment plant in accordance with the Illinois Environmental Protection Agency water supply permit.

Supervise skilled and technical personnel engaged in the operations and maintenance of the water treatment plant.

Manage the treatment process by setting operational parameters, procedures and instructions; direct operations personnel in carrying out treatment process instructions.

Develop and administer budget items related to supplies, treatment chemicals, equipment and contracts associated with the operation and maintenance of the water treatment plant.

Ensure the continuous operation of the treatment plant. Provide direction for operational laboratory testing to assure stability of plant operations.

Manage and coordinate the automated controls of the treatment plant. Maintain SCADA, remote sensing and instrumentation to assure efficiency of treatment plant operations and maintenance.

Make recommendations for improving system operations.

Compile monthly, quarterly and annual operating reports.

Maintain manual and computerized record systems in the recording of inventory and equipment maintenance records.

Train subordinates in work and safety procedures. Develop safety related instructions and protocols related to chemical, electrical, confined space and other treatment plant hazards.

Hire, transfer, suspend, lay-off, recall, promote, discharge, direct, evaluate, reward and discipline employees, adjust employee grievances or recommend any of these actions.

Work cooperatively with other managers in the Utilities Division to accomplish operational objectives.

Administer appropriate sections of applicable rules, regulations, procedures, policies, laws and labor agreements.

Assist utilities general manager with various administrative activities of the division.

Other duties may be assigned.

Training and Experience

Associate's degree or equivalent in engineering technology, chemistry, biology or related field from an accredited college or university, supplemented by training courses in mechanical, electrical, plumbing and/or electronics and seven (7) years of experience in the pumping and purification of water and operation and maintenance of a surface water treatment plant; including four (4) years progressively responsible management experience in water work; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

Expert knowledge of the physical, chemical and mechanical processes involved in surface water treatment; broad knowledge of the functions, controls and mechanics of treatment plant machinery and equipment; the laboratory procedures involved in surface water treatment; occupational hazards and safety procedures necessary in the work; knowledge of engineering principles as applied to large scale water pumping and surface water treatment operations; and municipal budgeting and administration as it pertains to utility operations.

Excellent skill in public, employee and labor relations and in maintaining effective working relationships; advanced skill in operating Illinois Class A or equivalent surface water treatment plant; in using computerized equipment with SCADA, maintenance management, operations management, Microsoft Outlook, Word, Excel, PowerPoint and other software applications; in analyzing and solving diverse problems; written and oral communications; and completing accurate financial and operational information reports.

Ability to read, analyze and interpret an extensive variety of technical instructions and complex documents in written, mathematical or diagram form and deal with several abstract and concrete variables; maintain absolute confidentiality of the materials and situations encountered on the job; respond effectively to inquiries, complaints or requests for service from elected and appointed officials, managers, government agencies and the general public; compile and maintain records required by regulatory agencies; meet mandated deadlines; identify problems, collect data, establish facts, and draw valid conclusions.

Certificates, Licenses, Registrations

- Valid Illinois driver's license or equivalent.
- Illinois Environmental Protection Agency's Class "A" Potable Water Operator's certificate upon application.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear; frequently required to sit; and occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds; and rarely lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

Residency Requirement

Non-union employees shall live within a 20-mile radius from the City's Emergency Center, located at 1630 8th Avenue in Moline, within 1 year of hire.

EQUAL OPPORTUNITY EMPLOYER