

CLASSIFICATION TITLE PRODUCTION MANAGER

Under the direction of the General Manager, is responsible for the operations, and functions of the Purification plant, reservoirs, pump stations, sludge processing facility, and Hydro

Experience Requirements

Five years of experience in water treatment. Three years of responsible supervisory experience.

Required Licensure

Possession of an Iowa Driver's License and a record consistent with. Maintaining insurability under the water Works Vehicle Insurance Policy.

Possession of a State of Iowa Water Treatment Certificate Grade 4, or the ability to obtain certification within 18 months.

Roles and Responsibility

Manages, schedules, plans, inspects, and assigns the work of the Production Department Personnel reviews and checks operational records of the facility. Supervises and prepares various reports related to power production and water treatment. Manage operations to ensure permit compliance. Manages operation looking for potential increased efficiency and works to avoid unplanned downtime through preventative maintenance. Oversees plant and grounds maintenance and repair, oversees inventory of maintenance parts and supplies; Approves or orders supplies. Conducts plant tours. Oversees schedule to insure coverage for plant personnel. Develops budgets, Prepares Emergency response plans and submits reports required by regulatory agencies. Account for all purchases by assigning the proper accounting numbers to invoices. Sign checks as needed. Effectively respond to emergencies in a timely manner and handle emergencies appropriately. Effectively plan for the operation and maintenance of the areas under production department control. Effective communication with all staff, state employees, federal employees, and our customers. Provide leadership in training staff to meet treatment and maintenance objectives. Maintain compliance with all statutory rules. Exercise disciplinary actions as needed. Provide leadership to existing and new staff to help them grow professionally. May be involved in customer service-related issues from time to time. Maintain required permits and licenses as needed. Extensive knowledge of Water Treatment practices and procedures knowledge of water quality requirements of State and Federal Agencies. Ability to plan, schedule and budget for Department activities and special projects.