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| <b>Job Title:</b> Manager – Production & Treatment Operations | <b>Job Code:</b> 0471      |
| <b>Salary Grade:</b> 21                                       | <b>FLSA Status:</b> Exempt |
| <b>Date:</b> September 26, 2008                               |                            |

### **JOB SUMMARY**

The Manager - Production & Treatment is responsible for the operation and maintenance of water production, water or wastewater treatment, collection, odor control or recycle systems, or industrial district Heating & Cooling production system facilities. Responsibilities include; staffing for operations & maintenance and capital improvement projects; budgeting management for operation and maintenance and capital improvement funds, initiating, reviewing and coordinating CIP projects, and coordinating performance and efficiency measurement. Responsible for the compliance and the regulatory requirements set by the state and federal regulatory agencies.

### **ESSENTIAL FUNCTIONS**

1. Supervises, selects, develops, trains, determines compensation and evaluates personnel.
2. Forecasts, allocates, and monitors the human, physical and financial resources for the assigned area.
3. Develops and executes Operations & Maintenance and Capital Improvement Project (CIP) budgets.
4. Evaluates, develops, recommends and implements division policies and procedures.
5. Establishes and maintains effective and cooperative professional working relationships and participates in projects regarding the facility including community relations and professional associations.
6. Participates in the employee-driven safety program and committee responsible for promoting safety awareness and injury prevention
7. Inspects and oversees facilities to ensure safe, efficient operations. Identifies operational deficiencies and recommends solutions. Coordinates operations, maintenance activities, and emergency response with other groups and support staff.
8. Evaluates complex data to assess, verify and prepare various regulatory technical and managerial reports. Performs regulatory liaison activities; reviews and disseminates operational data for master planning, design, and maintenance purposes, and ensures resources are distributed efficiently.
9. Coordinates and oversees large construction projects and complex equipment demolition and installation;
10. Oversees complex repairs to existing equipment.
11. Develops and participates in conceptual planning efforts and coordinates with consultants to evaluate, research and recommend new processes and equipment.
12. Develops and monitors measures to analyze and improve division's overall efficiency.
13. Performs other duties as assigned.

### **DECISION MAKING**

- The Manager-Production & Treatment receives limited supervision
- Acts on behalf of the Department Director when he/she is unavailable.
- Full supervisory capacity for 2 – 20 employees.
- Indirectly supervises up to 75 employees

### **MINIMUM REQUIREMENTS**

- Bachelor's degree in Environmental Science, Engineering, Business Administration or related field from an institution accredited by a nationally recognized accrediting agency.
- Six years' of progressively responsible Industrial, Water or Wastewater experience including three years experience in a management or supervisory capacity.
- Valid Class "C" Texas driver's license consistent with SAWS driving policy.
- Demonstrated expert-level skills in physical, chemical and biological processes, water treatment operations, equipment maintenance, regulatory requirements and effective management skills.
- Demonstrated comprehensive knowledge of plant engineering standards and constructions practices.
- Proficient in the use and application of computer software packages which include, word processing, spreadsheet, database and computerized maintenance management systems.



## • Demonstrated organizational and public relations skills. **DESCRIPTION**

### **Aquifer Storage and Recovery Facility**

- Class "A" Water Operator License from TCEQ.

### **Production Control Center Facility**

- Class "A" Water Operator License from TCEQ.

### **Biosolids Program**

- Class "A" Texas Wastewater Treatment Plant Operator License

### **Construction & Facilities Maintenance**

- Six years practical experience as a Machinist with advanced knowledge of mechanical systems and processes.

### **Electrical Maintenance**

- State of Texas Master Electrician License.
- Six years progressive experience in the electrical maintenance of a large industrial facility including three years experience supervising personnel.

### **Instrumentation & Controls**

- Six years progressive experience in SCADA, DCS and Process Instrumentation of a large industrial facility including three years' supervising personnel and budgetary management experience.
- Proficient with desktop business applications, including Excel, Word, PowerPoint, Visio, and Access.
- Five years progressive system administration and programming experience of Supervisory Control and Data Acquisition (SCADA), Distributed Control System (DCS) and Programmable Logic Controllers (PLC).

### **Heating & Cooling**

- Six (6) years experience managing the operations and maintenance of district heating and cooling production facilities and distribution systems.
- Certified Universal Refrigerant Handling & Refrigerant Recovery Technician (40 CFR, Part 82 Subpart F).

### **Lift Station Maintenance**

- Class "B" Distribution Texas Water Operator License

### **Mechanical Maintenance**

- Six years progressive experience in the mechanical maintenance of a large industrial facility
- Class "C" Texas Wastewater Plant Operator License or Class "B" Groundwater Texas Water Operator's License, or a Class "II" Wastewater Collection System Operator License.

### **Production**

- Class "A" Water Operator License from TCEQ.

### **Water Recycling Center and Odor Control Specialist**

- Class "A" Wastewater Operator License from TCEQ.

## **PREFERRED QUALIFICATIONS**

### **Aquifer Storage and Recovery Facility, Biosolids Program, and Water Recycling Centers**

- Registered Environmental Manager

### **Production Control Center Facility**

- Six years progressive experience in water hydraulics, pumping equipment, and piping delivery systems.
- Familiarity with technical and engineering principles of existing infrastructure and water distribution practices.

### **Electrical Maintenance Department**

- Class "B" Texas Wastewater Treatment Plant Operator License. or Class "B" Texas Groundwater Operator License or Class III Texas Wastewater Collection System Operator License.

### **Heating & Cooling**

- Masters Degree in related field
- Three (3) years experience supervising the operation and maintenance of an industrial electrical distribution and component power system.
- Three (3) years experience supervising the operation and maintenance of Supervisory Control Data Acquisition Systems (SCADA) or other similar energy management and instrumentation and control system branches related to the production and measurement of chilled water and steam.

### **Instrumentation & Controls Department**

- Certification from Instrumentation Society of America

### **Production**



- Licensed as Professional Engineer in the State of Texas, or if licensed in another state, must obtain the Texas license within six months of appointment.
- Registered Environmental Manager

### **JOB DIMENSIONS**

- Contact with internal and external customers, executive management, consultants, contractors, vendors and regulatory agencies.
- Communicates effectively, verbally and in writing.
- May be required to work hours other than the regular daytime schedule such as shift work, on call, or emergency response situations.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Physical requirements include lifting up to 50 pounds occasionally.

Working conditions are in an office and field environment. Field environment working conditions include frequent exposure to inclement weather; wastewater; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; heavy traffic; deep excavations; and animals, snakes and poisonous insects. May be required to comply with requirements as specified in applicable regulations for personal protective equipment, including clearance for use of respiratory protection and other associated equipment. May operate a company vehicle.

***This position description is not an employment agreement or contract. Management has the exclusive right to alter this position description at any time without notice.***