



**JOB DESCRIPTION**

<b>Division/Departments:</b>	Water	<b>SALARY:</b> \$30.50 - \$32.50 hourly rate
<b>Location:</b>	New Philadelphia Water Treatment Plant	
<b>Job Title:</b>	Water Facilities Manager - External	
<b>Reports to:</b>	Water Superintendent & Assistant Water Superintendent	

**Supervises:** Employees of the Water Department

**Hours:** 40 per week, as scheduled by supervisor.

**EXEMPT**       **NON-EXEMPT**       **BARGAINING**       **NON-BARGAINING**

**SUMMARY OF POSITION**

Assists Water Superintendent in planning and directing all Water Department operations.

**EDUCATION REQUIREMENTS**

- High school diploma or GED, or equivalent training or experience; prefer associate degree in related field.
- Reasoning:
  - Ability to solve practical problems.
  - Interpret a variety of written and oral instructions.
  - Take courses pertaining to water treatment or maintenance, as applicable.
- Mathematical:
  - Ability to perform ordinary mathematical/algebraic procedures/practical applications.
  - Basic Computer skills

**CERTIFICATION AND LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must hold a minimum of Class III Water Supply Operator certificate issued by the Ohio EPA.
- Valid Ohio motor vehicle operator’s license.
- Possess thorough knowledge of occupational hazards and safety precautions (OSHA).
- Ability to frequently perform typing on a keyboard.
- Ability to occasionally bend, squat/kneel, twist/turn, climb, reach above shoulder, and work with cold substances.
- Ability to occasionally lift 10 to 100 pounds.
- Ability to sit for 4 to 6 hours with break.
- Ability to walk and stand for 1 to 2 hours with break.

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**SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Supervises, coordinates and directs the activities of Water Plant operators and other Water Department personnel.
  - Decide on the general approaches, procedures, methods, and determine the staff required to carry out operations.
  - Counsels, reprimands, downgrades, and dismisses employees when appropriate; Reassigns, designates, organizes, promotes, and retains employees as needed.
  - Supervises a variety of maintenance and repair tasks on machinery, equipment, buildings, structures, and grounds.
  - Establishes and operates a preventive maintenance program with the assistance of the Head Mechanic.
  - Inspects the water plant frequently to determine efficiency of operation, cleanliness, and maintenance.
  - Responsible for planning, assigning, coordinating, and supervising maintenance activities on the water plant pipelines, structures, and appurtenances.
  - Responsible for developing and monitoring employee technical skills, proficiency, and safety training.
  - Analyzes recording instruments and lab test results and adjusts various plant processes.
  - Provides guidance to project managers, construction observers, and contractors engaged in the construction of water plant /capital improvement projects.
  - Completes operating reports and procedures to achieve objectives, or as discussed in detail through conferences with the Superintendent of the Water Department.
  - Monitors incoming email communication on behalf of the City of New Philadelphia Water Department.
  - Prepares reports and maintains records in accordance with the US & Ohio EPA, maintains correspondence with an EPA designated testing Laboratory.
  - Requisitions supplies and equipment for the operation of the plant.
  - Must follow a yearly Ohio EPA division of drinking water monitoring schedule.
  - May be required to work at any time and/or shift.
- Performs other duties as assigned by supervisor(s) or designee.

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<b>WORK EXPERIENCE REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Knowledge of a variety of hydraulic, chemical, and mechanical principles pertinent to a water treatment plant operation.</li> <li>• Knowledge of bacteriological and chemical processes involved in the treatment of water.</li> <li>• Knowledge of the occupational hazards and safety precautions of the work.</li> <li>• Possess the necessary skills in the safe operation of equipment, per job description.</li> <li>• Displays excellent interpersonal skills with the public-at-large as well as a positive working relationship with subordinates and co-workers.</li> <li>• Displays discipline and focus in the work environment.</li> <li>• Ability to communicate effectively both orally and in writing in the English language.</li> <li>• Ability to perform all required duties, both mentally and physically.</li> <li>• Ability to work independently and is self-supporting</li> <li>• Will be expected to work at any time.</li> <li>• Will work shifts.</li> </ul>		
<b>REVIEWED BY:</b>	Scott A. DeVault – Water Superintendent	
<b>APPROVED BY:</b>	Ron McAbier – Service Director	

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.