

Professional Water and Wastewater Operations

Alliance Water Resources is a growing water and wastewater contract operations company with an open Local Manager II position in the Sevierville, TN area.

**About the Job**

This position has supervisory and administrative responsibility for a water and/or wastewater utility and is expected to perform the functions listed below under the general supervision of a division manager.

* Plans, manages, organizes, and evaluates the operation of the water and/or wastewater utility, including any related operations, laboratory work, control systems, pumping stations, water mains, meter reading and devices, all billing functions and all phases of maintenance and repair to ensure that day to day duties are successfully completed.
* Authorizes the purchasing of materials according to company guidelines; assists with client purchases as requested.
* Attends and/or facilitates monthly client board meetings; assures that the needs of the client are met in compliance with contract obligations; implements policies set by the client.
* Prepares the draft annual budget; controls inventory and the expenditure of budgeted funds to ensure divisional goals are achieved.
* Plans, presents, and follows through on long term planning and contract renewals per Division Manager’s instructions.
* Evaluates work of supervisors and/or administrative staff; reviews work of all employees.
* Reviews staffing needs, and recommends personnel actions such as hiring, salary adjustments, promotions, transfers, and terminations according to company policy and procedure.
* Administrates corporate policies and procedures according to specifications.
* Investigates and takes appropriate action in response to citizen or agency complaints or inquiries; develops, recommends, and/or initiates improvements to eliminate problems; directs remedial action as appropriate; settles disputes as necessary.
* Oversees the accurate and timely preparation of paperwork including the reporting of monthly operating summaries, state permit reports, payroll timesheets, and any additional reports and invoices as required; receives reports and information required to meet divisional operating objectives.
* Directs and manages divisional projects to ensure that projects are completed according to specifications and that time commitments are met; reviews plans and specifications as requested.

**Knowledge, Skills, and Abilities-Minimum Qualifications:**

Graduation from high school, one year of specialized training in water/wastewater desired, and five years of progressively responsible experience relating to water and/or wastewater systems, including considerable supervisory experience or any combination of education and experience which would provide the following knowledge, skills and abilities:

* Knowledge of proper operational practices, methods, and procedures related to water and/or wastewater treatment.
* Knowledge of effective supervisory practices and techniques.
* Knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment, hand/power tools, water and/or wastewater handling and treatment.
* Ability to work in all weather conditions; to walk across rough terrain, to lift up to 50 pounds; to bend, stoop, or twist as necessary.

This is a full time exempt position, with company vehicle, and bonus options. Please view our website, careers page to apply: <https://alliancewater.com/>

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