|  |
| --- |
| Dana Douglas612 Polk St. Manchester TN. 37355931-434-2320 | 20yearshappy@gmail.com |
| PROFILE/EDUCATION |
|  | * 15 years management experience in the water and wastewater industry
* 25+ years extensive background in multiple water and wastewater treatment facilities as well as distribution and collection systems.
* Skilled in operations of multiple classifications of water and wastewater treatment facilities, distribution systems and collection systems. Currently hold the following TN certifications: Water IV, Wastewater IV, Water II, Collection II, and Backflow Testing & Evaluation.
* Class “B” CDL w/ N endorsement
* Various training classes for water & wastewater treatment; including successful completion of Sacramento

 Operator training course provided by CSUS. * Pellissippi State Community College, Water Quality Technology
* OSHA 10 Certification, General Industry Safety & Health
 |
| EMPLOYMENT |
|  | Manchester Water & Sewer Dept., Manchester, TN. | 2004-2022 |
| Assistant Director 2022-* Acts on the Directors behalf by assignment or delegation in the absence of the Director
* Work closely with the Director in day-to-day operations of the water and sewer system with client needs, assists in preparation and management of departmental budget.
* Supervises directly through Superintendents, a large-sized staff of field maintenance and operating personnel involved in system maintenance and repairs.
* Assists in developing and interpreting policies that provide direction and implementation of policies and procedures.
* Reviews plans for current and future capital projects, equipment, and facilities.
* Represents the Director in management, City Council, and community meetings.
* Key personnel of a collaborative team assisting with growth projects in attracting new commercial, industrial and retail to the community.
* Responsible for maintaining water and sewer departments adherence to OSHA/TOSHA regulations.
* Responsible for interviewing and onboarding process of new hires.
* Directs process and approval of all purchase order requisitions within water and sewer departments.
* Responsible for water personnel timesheets and daily assignments.

Distribution Manager 2004-2022* Maintain 200+ miles of distribution lines through routine sampling and preventive maintenance.
* Ensure records are kept current, and repairs are done in accordance with TDEC Division of Water Supply (DWS) Regulations to allow accurate reporting to DWS field offices.
* Interact closely with Director to ensure that utility crews and contractors follow TDEC regulations.
* Revitalized and maintain adequate Cross Connection Control Program to assure safe and clean potable water.
* Instituted tracking system for accuracy of testing frequency.
* Amended City Ordinance to accurately reflect DWS regulations.
* Update emergency operations plan, drought management plan and cross connection control plan.
* Review water line plans for subdivisions and new businesses to ensure materials used meet city and state specs
* Ensure new water mains are installed per DWS specifications
* A member of the Duck River Agency Drought Management team responsible for implementing drought plan and emergency actions
 |
| Hendersonville Utility District, Hendersonville, TN. | 2002-2004 |
| Water Plant Operator* Responsible for midnight shift operations and regulatory compliance sampling.
* Adjusted chemical feed rates as necessary to maintain water quality.
 |
|  |  |
| Maryland Environmental Service, Millersville, MD.Environmental Systems Operator II | 1995-2000;2001-2002 |
| * Responsible for various classes I thru V Water Treatment & Wastewater Treatment Facilities.
* Duties include routine inspections and maintenance of pumping stations, environmental compliance sampling and testing at facilities, process adjustments, solids processing and handling including incineration.
* Maintained Class IV Water and V Wastewater (w/ “A” supplement) certifications while in Maryland.
 |
|  |