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| Dana Douglas  612 Polk St. Manchester TN. 37355  931-434-2320 | 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. | |
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| 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. | |
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