

# DANA DOUGLAS

## WATER MANAGEMENT PROFESSIONAL

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612 Polk St., Manchester, TN 37355

### EXPERIENCE

#### July 2022 – Present | Interim Director | Manchester Water & Sewer Dept.

- Plan, coordinate, administer, and manage the departments providing water and sewer services
- Strategic planning, organizing, and coordinating of the activities of the water and sewer departments and make recommendations
- Directs personnel. Perform managerial duties in accordance with city and departmental policies and applicable laws including interviewing, hiring, training employees; planning, assigning, and directing work, corrective action, performance counseling and problem resolution.
- Assist in writing specifications, compiling cost estimates, and recommendations to the Board of Mayor and Aldermen
- Maintain contact with consultants and reviews their work for the city
- Determine major departmental policies, plan long term programs, and make administrative decisions concerning construction & rehabilitation capital projects
- Maintain records and supervise the preparation of necessary reports with primary responsibility for compliance relationships with regulatory agencies
- Develop, revise, and administer budget; monitor expenditures to ensure compliance within approved budgets including the development and review of contractual specifications for bidding capital improvement projects; ensure the completion of capital improvement projects
- Review all purchase order (PO) requisitions for materials required to operate the water and sewer systems and revise annual bids used in the department
- Direct/perform inspections of contract work, determine compliance, and recommend acceptance or non-acceptance of the work to the Board of Mayor and Aldermen
- Assure operations and procedures of the department comply with federal and state occupational health and safety regulations and maintains records of compliance to Federal, State and city regulations
- Responsible for adherence to OSHA/TOSHA regulations

#### January 2022 – Present | Asst. Director | Manchester Water & Sewer Dept.

- 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  
Supervise staff of field maintenance and operating personnel involved in system maintenance & 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, & 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.

### EDUCATION/QUALIFICATIONS

- Pellissippi State  
Community College  
Water Quality Technology
- TN certifications: Water IV, Wastewater IV, Water II, Collection II, and Backflow Testing & Evaluation
- 15 years management experience in water/wastewater industry
- 25+ years extensive background in multiple water/wastewater treatment facilities, distribution and collection systems
- Graduate of Sacramento Operator Training Course by CSUS
- Class "B" CDL w/ N endorsement
- OSHA 10 Certification, General Industry Safety & Health

### PROVEN SKILLS

- Goal Oriented
- Solution Driven
- Critical Thinker
- Customer Driven
- Team Player
- Strong Work Ethic
- Dedicated To Excellence
- Demonstrated Management & Leadership Skills

## FEEDBACK FROM INDUSTRY LEADERS

*".... demonstrated management, leadership and customer service skills.....His knowledge and experience in the water and wastewater industry would be invaluable. I would describe him as a dependable, honest, team player with a strong work ethic...Dana's work history and actions have demonstrated a commitment to the drinking water industry and public health, which is reflected in his management style, his willingness to embrace new treatment technology, the professional development and training of staff and his involvement in trade organizations." D. Money, Environmental Fellow Division of Water Resources State of TN*

*".... A professional in a respectful and courteous manner with honesty and integrity.... demonstrated forward thinking, is very goal oriented and has clear vision. His good judgement and mature outlook ensure a logical and practical approach to his endeavors.... Mr. Douglas has excellent technical skills with significant experience in water and wastewater utility operations.... He is definitely a leader rather than a follower, demonstrating an ability to bring out the best in his co-workers...Mr. Douglas is an asset to any organization." R. Braker, General Manager, DRUC*

### July 2004 – 2022 | Distribution Manager | Manchester Water & Sewer Dept.

- 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
- Member of the Duck River Agency Drought Management team responsible for implementing drought plan and emergency actions

### July 2002 – 2004 | Water Plant Operator | Hendersonville Utility District

- Responsible for midnight shift operations and regulatory compliance sampling
- Manage chemical feed rates as necessary to maintain water quality

### 1995 - 2000, 2001 – 2002 | Environmental Systems Operator II Maryland Environmental Service

- Responsible for various classes I thru V Water Treatment & Wastewater Treatment Facilities
- 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