



Assistant Plant Manager

(Water Treatment Plant)

Classification

Full time exempt

Reports to

WTP Superintendent

Date

November 2024

JOB DESCRIPTION

General Summary/Objective

Assist the WTP Superintendent in managing the operation and maintenance of the water treatment plant, including pumping stations and storage tanks. Ensure that the water quality meets or exceeds regulations. Ensure compliance with all federal state and local regulations. Assist in the management of the staff of the water treatment plant.

Essential Functions

- Interview, hire, and ensure training of staff.
- Oversee the plant's operations, including treatment, distribution, and maintenance.
- Assist in the preparation of the plant's operating budget.
- Take part in the purchasing and control inventory of parts, equipment, chemicals and supplies.
- Analyze data and help prepare reports to evaluate the plant's efficiency.
- Ensure the accuracy of records of operations, maintenance, and testing results.
- Respond to inquiries regarding water taste and odor and take corrective action when needed.
- Participate in the development of plans for monitoring programs and prepare reports for local and state agencies.
- Respond to emergencies, such as power outages or equipment failures, and take appropriate action to maintain water supply.
- Ensure that all safety protocols are followed, including the use of personal protective equipment and safe handling of chemicals.
- Communicate with the public, vendors, contractors, engineers, and consultants to provide technical information, review related material, and maintain adequate drinking water standards.
- Conduct tours and facilitates public relations for various groups, including new employee orientation, school tours, and contractor tours.

Competencies

- Ability to identify potential hazards and follow appropriate post-emergency protocols.
- Knowledge of state and federal regulations related to water treatment.
- Ability to follow applicable regulations, codes, policies and procedures.
- Ability to complete appropriate documentation.
- Personal Effectiveness/Credibility.
- Ethical Conduct.



Supervisory Responsibility

Supervise the water treatment plant staff.

Work Environment

While performing the duties of this job, the employee is required to work indoors, and sometimes outdoors in all types of weather. The work environment can include loud noises, grease, oil, dirt, water, chemicals, and other related conditions. Work around loud pumps and machinery. Work in a laboratory.

Physical Demands

The physical demands described here represent those that an employee must meet to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and finger to handle, feel or operate objects, tools, or controls, and reach with hands and arms. While performing the duties of this job, the employee is regularly required to walk, stoop, crouch, twist, turn, kneel, and bend. Prolonged periods of sitting at a workstation. Prolonged periods of working on a computer. Periods of working in standing water. Ability to climb a flight of stairs 20 or more times a day. Must be able to lift to 60 pounds. Ability to handle a 2.5" fire hose with a psi of 125.

Position Type/Hours of Work

This is a full-time position of 40 hours per week. Standard office hours for the Plant Manager are M-F, 8 hours per day.

Required Education and Experience

A valid driver's license

Grade IV Certification in Water Treatment

High School Diploma or GED

Extensive knowledge and experience in operating and maintaining a similar water treatment plant

Additional Eligibility Qualifications

None.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signing below constitutes you have read and understand the requirements, essential functions, and duties of the position.

Name _____ Date _____

Please visit <https://msud.net/careers> to download, complete, and submit the job application.

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