

Description – General Manager

HWC is a privately owned activated sludge wastewater treatment plant in Williamson County, TN, with approximately 1000 customers.

Job Summary:

Supervisory and administrative responsibility for the wastewater treatment facility, finances, and permitting. Plans, manages, organizes, and evaluates the operations. The position is full-time. Reports to the Board of Directors.

Education:

High School Diploma or equivalency.

Two to Four-year degree in related fields is preferred.

Licenses and Certifications:

Possession of a valid driver's license.

Wastewater Treatment Plant Operator Class III – Preferred

Collection Systems II Operators License – Preferred

Requirements

Experience: Minimum ten (10) years of progressively responsible operating experience in wastewater systems, including supervisory experience or any combination of education and experience that would provide the necessary knowledge, skills, and abilities.

Essential Functions:

- Supervises staff in the operation of the wastewater utility, including any ancillary operations, laboratory work, control systems, and devices, and all phases of maintenance and repair to ensure that day-to-day duties are successfully completed and that the utility complies with all permits.
- Leads short and long-term planning for the utility.
- Authorizes the purchasing of materials and equipment according to company guidelines
- Approval of invoices.
- Attends and/or facilitates regular staff meetings.
- Prepares reports, attends, and presents at quarterly Board of Directors meetings.
- Preparing the annual budget; controls inventory and the expenditure of budgeted funds.
- Reviews and evaluates the work of employees.
- Reviews staffing needs, and recommends personnel actions.
- Performs inspections on all plant and ancillary operations.
- Oversees corrective and preventive maintenance of plant and equipment.
- Plans, organizes and manages major capital improvement expenditures.
- Selects and manages service companies, contractors, and engineering consultants.

- Implements company policies and procedures.
- Investigates and takes appropriate action to operational emergencies, citizen or agency complaints, or inquiries.
- Ensures that required state and federal reports are filed in an accurate and timely manner.
- Assures that proper safety standards and precautions are followed.

Knowledge, Skills, and Abilities -Qualifications:

- Proficiency with Microsoft Word, Excel, and email.
- Effectively communicate both orally and in writing via reports, email, texts.
- Knowledge of proper operational practices, methods, and procedures related to wastewater treatment and equipment.
- Knowledge of effective supervisory practices and techniques.
- Thorough knowledge of safety standards and precautions for using and operating motorized equipment, hand/power tools, wastewater handling, and treatment.
- Ability to work in all weather conditions and access treatment plant and pump stations.

Please submit resumes to: admin@berryschapel.com