

BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: PLANT MANAGER, WASTEWATER TREATMENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the wastewater treatment operations and provide direct supervision, operation and maintenance of all Water Reclamation operations to maintain compliance with applicable local, state, and federal laws, rules and regulations. The Manager level denotes achievement of the Wastewater Plant Operator Level I Certification, with all duties and responsibilities inherent at that level.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages and coordinates daily work activities for the Wastewater Treatment Operations; confers with Public Utilities Director to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers; assists with complex/problem situations; and provides technical expertise.

Assists with training and instructing co-workers regarding operational procedures and proper use of equipment; assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Leads and participates in major equipment repairs preventive maintenance of the plant equipment.

Procures replacement and spare parts, oils, lubricants and chemicals for the facility and equipment; maintains inventories for treatment plant processes; and re-orders as needed.

Prepares equipment manuals and lubrication manuals for maintenance staff; performs minor maintenance of equipment.

Issues work orders as needed to keep plant operational at minimal expense and with minimum downtime.

Interprets laboratory results and other plant data by observation and testing of samples to ensure compliance with state regulations.

Provides technical hands-on training and assists with safety training of plant operators to ensure competence of the operators and reduce safety hazards; assists with operator problems as needed.

Supervises operators to make sure the Plant is running efficiently.

Assists the Public Utilities Director with preparation the annual expense/operating budget based on current year expenses and future needs; and forecasts future resources and capital expenditures.

Will assist with or lead guided tours to improve general public understanding of how the plant works.

Performs other projects as assigned.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures; receives and reviews various documentation; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports,

correspondence, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Operates or uses various equipment, power tools, hand tools, and supplies in order to complete work assignments.

Communicates with Public Utilities Director, and other utility employees, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Additional Functions:

Provides assistance to other employees or departments as needed.

Required to be on call 24 hours a day, 7 days a week.

Performs other related duties as required.

Minimum Qualifications:

High School diploma or GED required; supplemented by three years of experience in operating water reclamation plants, to include lead or supervisory; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. This is considered a Safety Sensitive position.

Specific License or Certification Required:

Must possess and maintain a valid Georgia driver’s license. Must possess and maintain the following additional certifications or licensures: Georgia Class I Wastewater Treatment System Operator Certification.

Specific Knowledge, Skills, or Abilities:

Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all CCWA or departmental policies, practices, and procedures necessary to function effectively in the position.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, bright/dim light, toxic agents, disease, or pathogenic substances.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.