

WATER DIVISION MANAGER - The Town of Jupiter Island/South Martin Regional Utility is looking for a Water Division Manager for SMRU. This Water Plant Manager is primarily an operations manager providing oversight and support to the water treatment facilities, working under the supervision of the Utility Director. Experience in water treatment operations is required. A college degree or advanced training in water operations is preferred. A valid Florida driver's license and a Class B Water Plant Operator's Certification are required. Complete job description available at www.southmartinregionalutility.com.

Open until filled. Submit resume and employment application to Vanessa Mutchnik vmutchnik@tji.martin.fl.us at Town Hall.
EOE/DFWP/Exempt

**** This position is open to all internal and external candidates****

DEPARTMENT: South Martin Regional Utility **CLASSIFICATION:** Full-time
FLSA DESIGNATION: Salaried / Exempt
APPROVED BY:

REPORTING RELATIONSHIPS

Position Reports to: Utility Director
Positions Supervised: Chief Water Plant Operator and Water Plant Operators

DISTINGUISHING FEATURES OF THE POSITION

This is an administrative, managerial position responsible for the overall planning, management and coordination of all aspects of the Water Division. This position is responsible for assuring the production of safe drinking water in accordance with Federal and State regulatory requirements. This position manages staff involved in the daily operation and maintenance of the water wells and water treatment plants.

DUTIES AND RESPONSIBILITIES:

- Directs and coordinates all operations of the Water Division, including special projects.
 - Must be able to perform all duties and responsibilities associated with the Chief Water Plant Operator and Water Plant Operator positions.
 - Identifies ways to improve water operations and service; provides leadership in productivity and customer service initiatives.
 - Provides direction and guidance to maintain effective work flow.
 - Trains and mentors subordinate staff.
 - Reviews the work of subordinates; prepares performance appraisals.
 - Assists in the Counseling of employees as necessary to improve job performance.
 - Oversees employee schedules and leave forms; approves all pay records.
 - Coordinates the repair and maintenance of all division facilities and equipment.
 - Oversees work performed by outside contractors.
 - Coordinates the maintenance of all division buildings.
 - Develops goals, objectives and procedures as requested.
 - Identifies specifications and requirements for materials and equipment; initiates purchases following established procedures; reviews and approves invoices.
 - Assists Utility Director in the preparation of the budget.
 - Identifies ways to improve the maintenance and life of capital facilities.
 - Reviews reports and logs for regulatory agency reports and internal record keeping; manages the records.
 - Assures that a clean and safe physical environment in the plants and well fields is maintained.
 - Conducts division staff meetings.
 - Assists in Town/SMRU preparations for severe storms, hurricanes and other weather emergencies and is considered an essential first responder following a major weather/emergency event.
 - Assists in post-storm damage assessment, clean-up and repair.
 - Maintains appropriate inventory records.
 - Performs related duties as necessary.
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EDUCATION / CERTIFICATION:

- Graduation from high school or equivalent is required.
- Some college course work or advanced training is required in water operations, supervision, infrastructure management, or related subjects.
- Florida Class B Water Plant Operator's Certification is required; Class A preferred; must be able to obtain Class A within one year of hire.
- A valid Florida driver's license is required.

EXPERIENCE:

- Eight years of progressively responsible experience in water treatment plant operation is required; at least three years of experience should be in a supervisory role.
- Reverse Osmosis experience is preferred.
- Other combinations of experience and education may be substituted.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of water utility operations and management.
- Knowledge, skills and abilities associated with the Chief Water Plant Operator and Water Plant Operator positions.
- Knowledge of scheduling and managing a variety of concurrent tasks.
- Knowledge of leadership and supervisory styles and techniques.
- Knowledge of the occupational hazards and safety precautions applicable to water production.
- Knowledge of hazardous chemical handling and proper emergency response to exposure.
- Ability to supervise effectively in order to achieve desired work results.
- Ability to communicate effectively, orally and in writing.
- Ability to read, understand and comply with federal, state and local regulations.
- Ability to read, understand and follow operations and maintenance manuals.
- Ability to understand and perform basic math.
- Ability to use computer for writing reports, recording data, E-mail and Internet.
- Ability to manage multiple tasks simultaneously.
- Ability to manage staff under stressful situations.
- Ability to operate specialized computer systems used in water production and distribution.
- Ability to maintain records and prepare clear and concise reports regarding plant operation.
- Ability to work cooperatively with utility staff, management and the general public.
- Ability to analyze problems and identify alternative solutions, project consequences of proposed actions, and recommend solutions.
- Ability to determine the best course of action in a variety of circumstances.

WORKING CONDITIONS

Must be able to work outside in all types of weather conditions while performing job duties; must be able to work indoors with or near toxic or caustic chemicals; must be able to work around loud noises, mechanical and electrical hazards; must be able to work within confined spaces occasionally.

Must be able to work with physical dexterity, walking or standing for long periods of time; must be able to lift or move 50 pounds routinely, and move up to 100 pounds on occasion; must be able to use sensory perception (sight, hearing, touch, smell) to help determine the nature of a situation and to help make operational decisions.

DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed in an attempt to illustrate job functions and basic duties, in addition to 'peripheral tasks' or that could generally be considered "other duties as assigned". In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions.