

**CITY OF GRAND HAVEN
JOB DESCRIPTION**

WATER FACILITIES MANAGER

Supervised By: Streets and Utilities Superintendent
Supervises: Water Treatment Facility employees
FLSA: Exempt

Position Summary:

Under the general direction of the Public Works Director, directs the staff and operations of the water treatment facility including physical plant construction and maintenance, operations, water quality and regulatory compliance.

Essential Duties and Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes and directs the staff and activities of the Water Treatment Facility, including maintenance and operation activities associated with the plant and water storage tanks. Provides laboratory and plant quality control and quality assurance.
2. Develops, implements and enforces departmental policies and procedures, quality control and quality assurance practices.
3. Instructs, trains, supervises, evaluates, and assists in recruiting and hiring assigned personnel. Ensures employees are properly trained in operations and safety procedures.
4. Prepares work schedules and outlines work assignments for work crews. Reviews daily timesheets and other work records for completeness and accuracy. Gives technical advice and assistance to employees on difficult or unusual work.
5. In coordination with the Division Superintendent and Director, develops and administers annual budget for water facility operations and equipment and long range capital plans and development needs for water facilities maintenance and improvements. Drafts specifications and receives bids.
6. Maintains inventories and ensures an adequate supply of materials, equipment, parts and related items. Reviews and approves purchase requests.
7. Supervises and participates in the development and improvements of the water treatment plant, lake pumping station and other water treatment expansion projects. Coordinates with project managers, engineers and others.
8. Plans, implements and coordinates special programs. Develops related policies and compliance requirements, maintains associated paperwork and data.
9. Researches grants and alternative funding mechanisms. Writes grant proposals and administers grants.

10. Prepares a variety of management reports pertaining to finance, operations, activities and other issues for submission to City administration, City Council or others.
11. Plans, supervises and assists in maintenance and operations activities.
12. Coordinates with other city staff to ensure proper oversight of contracted projects and services associated with streets, utilities and motor pool.
13. Attends council meetings and meetings with various boards, authorities, committees and others as needed. Completes research, prepares and presents reports. Serves as staff liaison to boards and committees as assigned.
14. Keeps abreast of professional developments, new techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
15. Responds to public inquiries and investigates complaints.
16. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- An Associate's Degree in environmental management, biology, chemistry or related field is preferred.
- Six years of progressively responsible experience in public works including previous supervisory experience.
- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- State of Michigan DEQ license at the level appropriate for the city's water treatment system and the ability to maintain licensure throughout employment (currently F-1).
- Knowledge of the methods, materials, equipment and techniques used in the construction, maintenance and repair of a water treatment plant and laboratory and treatment operations including pumping, testing and chemical treatment.
- Knowledge of the public management approaches and techniques involved in budgeting, personnel administration, public relations, labor relations, contract management, capital planning and project management.
- Knowledge of safety best practices and MIOSHA regulations.

- Skill in training, supervising and evaluating the work of others.
- Skill in maintaining accurate and thorough reports and records.
- Ability to work constructively and interact professionally with others.
- Ability to coordinate multiple tasks, adjust to changing priorities and work within deadlines.
- Ability to attend meetings outside of normal business hours.
- Ability to respond to emergencies on a 24-hour basis and lead effectively in stressful situations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position spends some of their time in the laboratory or plant areas supervising or completing hands-on operations and maintenance work. Duties typically involve moderate to heavy physical activity and exertion, including heavy lifting. An employee in this position may occasionally need to access work sites with treacherous terrain, fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with maintenance activities or plant operations.

An employee in this position must have the strength, stamina and physical coordination required to participate in maintenance and plant operations activities such as lifting extremely heavy items and walking for extended periods. Further, moderate to heavy physical labor is performed in every type of weather condition, including extremely adverse weather conditions, extreme heat and severe cold weather. This position occasionally must work within a confined space and is required to have the vision capabilities and manual dexterity needed to operate all assigned equipment.