

# Water Treatment Plant Manager

Engineering and Public Works - Athens, Ohio

## Water Treatment Plant Manager Engineering and Public Works

The City of Athens is currently hiring a full-time Water Treatment Plant Manager. The Plant Manager manages a large municipal water treatment plant. This position is in the classified service of the City, requires a six month probationary period, and is exempt by the Fair Labor Standards Act.

This is a full-time position with a regular work schedule of Monday – Friday 8:00 a.m. - 4:00 p.m. This position is in Pay Grade 9 with a starting hourly rate of \$26.42 per hour. Employees enjoy a generous benefits package such as paid holidays, sick leave, vacation time, a comprehensive health insurance plan (including but not limited to prescription, vision, dental, and life insurance), public employee pension match of 14%, and a fitness center membership.

Applications will be accepted until the position is filled. General inquiries may be sent to Human Resources via email: [HumanResources@ci.athens.oh.us](mailto:HumanResources@ci.athens.oh.us) or by calling: 740-592-3367.

*The City of Athens, OH is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*The City of Athens, OH understands the risk of exposure to COVID-19 and has taken many precautions to slow the spread of the virus. Facemasks and social distancing requirements are enforced. We must all do our part to minimize risk, but even with our best efforts, there is no guarantee that you can avoid exposure to COVID-19.*

We prefer applicants apply online; however, paper applications are available upon request. Please call Human Resources at 740-592-3367 if you need to request a paper application.

### JOB DUTIES:

- Serves as the Primary Operator of Record for the city's water treatment plant.
- Plans, recommends, and directs the implementation of policies, regulations, facilities, and the financing of water treatment facilities.
- Directs and reviews the activities of the staff engaged in water treatment.
- Performs employee evaluations.
- Evaluates the chemical analysis of water to determine changes in treatment processes.
- Manages the city's bulk water hauler station.
- Prepares monthly work schedules, payroll, and other personnel information.
- Provides technical information to government agencies, engineers, and citizens.

- Prepares and maintains records of purchase orders for equipment, chemicals, personnel needs, and payment vouchers.
- Prepares and recommends an annual operating budget for the department.
- Oversees water sample collections on operations and other water treatment facilities.
- Oversees mechanical processes, their maintenance, and evaluates replacement timetables.
- Prepares operational reports, annual operating reports, and annual consumer confidence reports.
- Performs water plant lab analysis for maintaining certification.
- Performs duties of Water Distribution Labor Supervisor as needed.
- Performs the duties of the subordinates as needed.
- Acts as water purveyor representative, providing plant tours and dealing with the news media.
- Assumes other responsibilities and performs other related duties as needed.

#### JOB SPECIFICATIONS & QUALIFICATIONS:

- Meet the attendance requirements of the position.
- Knowledge of operation of a zeolite softening plant.
- Knowledge of the principles of sanitary, mechanical, or civil engineering and the administration.
- Knowledge of the principles of treating both the domestic and industrial wastes.
- Knowledge of the chemical labs and testing methods.
- Knowledge of the analytical, organic, and inorganic chemistry including qualitative and quantitative analysis.
- Ability to plan and supervise the work of others.
- Ability to perform, analyze, and interpret chemical tests.
- Knowledge of chemical and physical nature of water and various treatment processes.
- Knowledge of hydraulics.
- Ability to climb ladders in excess of 30 feet to investigate problems associated with water wells or water towers.
- Ability to climb into pumping stations at a depth of 40 feet for investigation of maintenance problems.
- Ability to maintain records and prepare complex reports.
- Ability to maintain laboratory certification.
- Possession of a valid State of Ohio commercial driver's license and an acceptable driving record.
- Good written, oral, organizational and interpersonal communications skills.
- Possession of a valid State of Ohio Class III Water Treatment Operator's license preferred. Possession of a valid State of Ohio Class II Water Treatment Operator's license is mandatory, with a Class III License obtained within 2 years of employment date.
- Completion of a bachelor's from an accredited college or university in chemistry, bacteriology, physical sciences, engineering, or a related field.

- Five or more years plant experience.
- Three to five years prior documented supervisory experience.

*The City may consider any other equivalent combination of training and experience which provides the required knowledge, skills, and abilities.*

*A background check and post-offer medical exam are required.*

*First Aid and CPR certification must be obtained at the time of the next available class.*

*This position has been identified as being occupationally-at-risk for blood borne pathogens.*

IMMEDIATE SUPERVISOR: City Engineer, Director of  
Engineering and Public Works

SUPERVISES: Operator  
Plant Mechanic Master  
Mechanic Intern

Revised: April 2021

Reviewed By: City Engineer, Director of  
Engineering and Public Works  
Human Resources Director

*This is a general description intended to provide general duties and qualifications. Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed. It is not intended to cover all situations, or all necessary qualifications. Job descriptions are subject to change.*