



San Juan Water District  
9935 Auburn Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

## Position Description

# Water Treatment Plant Manager

**Status:** FLSA Exempt, Safety Sensitive  
**Supervisor:** Operations Manager  
**Effective Date:** February 12, 2019

### **Supervision Received and Exercised**

Receives general direction from the Operations Manager. Exercises direct supervision over the Chief Operator and Maintenance Chief and indirect supervision over treatment plant operators and other technical and maintenance personnel.

### **Primary Function**

To plan, organize, direct and supervise water treatment plant operations, maintenance and repair including the supervision of water treatment plant staff; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **Essential Duties** - *Duties may include, but are not limited to, the following:*

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the operation and maintenance of the District's treatment plant and associated facilities; implement policies and procedures.
- Plan, prioritize, supervise and review the work of staff involved in treatment plant operation and maintenance activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Administer and interpret District policies and regulations to subordinates regarding water production and safe work practices; refer to reference materials in the selection of proper use and quantity of chemicals.
- Stay abreast on drinking water guidelines and standards as published by the California State Water Resources Control Board, Environmental Protection Agency, and local authorities; follow and enforce such guidelines and standards to ensure the production of safe drinking water meets required statutes.

- Monitor laboratory methods procedures and test results; ensure corrective action is taken when test results indicate a quality problem.
- Assist with the development and administration of District safety rules and programs (PSM, PHA, ERP, IIPP, LOTO, Confined Space, RPP, HMBP, RMP, Heat Stress, ARC Flash, Hearing Protection, PPE, etc...) and all related safety requirements.
- Plan and conduct safety meetings.
- Act as District representative for the plant treatment process and equipment usage.
- Attend special training on current water quality methods and regulations; assist with long range repair and replacement program.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Principles, practices, and methods of operating and maintaining water treatment, solar facilities, distribution, and storage facilities and equipment.
- Equipment, tools and materials used in the operation and maintenance of a treatment plant and associated facilities.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Regulations relating to water quality and environmental issues.
- Principles and practices of customer service.
- Modern office procedures, methods and computer equipment.

#### *Ability to:*

- Organize, implement and direct treatment plant operation and maintenance activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
- Interpret and apply District, State and Federal policies, procedures, rules and regulations.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work effectively under time deadlines and within limited financial and staffing resources.

- Proficiently use computers and applicable software.
- Address difficult issues by building consensus and developing appropriate resolutions.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned staff.

*Education and Experience:*

Any combination of training, education, and experience that has led to the acquisition of the knowledge, skills, and abilities as indicated above. A typical qualifying entrance background is:

Education:

Equivalent to graduation from high school and four semesters of college equivalent courses in water quality and chemistry.

Experience:

Five years of progressively responsible experience in the operation and management of water treatment and distribution systems; including three years of administrative and management responsibility.

*License or Certificate:*

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Possession of a Grade T5 Water Treatment Operator's Certificate issued by the State of California State Water Resources Control Board.

**Physical Capabilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				√
Hearing				√
Standing/Walking			√	
Climbing/Stooping/Kneeling		√		
Lifting/Pulling/Pushing		√		
Approximate Maximum Weight to Lift		60 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	75 Percent Indoors, 25 Percent Outdoors			