

WATER OPERATIONS MANAGER

PURPOSE AND NATURE OF WORK

Single position in this class is responsible for management of the Water Production and Water Distribution Divisions of the Department of Utilities. Incumbent has supervisory responsibilities, through subordinate supervisors and superintendent, for a large number of plant operators, maintenance technicians, foremen, equipment operators, servicemen, and a professional/clerical staff. Position reports to the Departmental Director.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent perform all of these duties.)

Reviews, evaluates, revises, establishes, and enforces policies and procedures used in water production, treatment, and distribution, including all safety protocols. Works with the Engineering to review and project plant, equipment, and personnel requirements to meet future demands and Departmental goals. Administers hiring processes, evaluations, disciplinary actions, and adherence to safety of staff. Oversees matters related to equipment inventory and standards. Oversees the use of technology products and processes, including applicable work management software and automated communications through SCADA. Provides support, coordination of efforts, and assistance to other departments and divisions within Lafayette Consolidated Government for all relevant matters.

Directs and participates in the preparation of Capital and Operations and Maintenance budgets for the divisions, including the review and approval of expenditures. Attends City-Parish Council meetings when matters pertaining to water production/treatment or water distribution arise, addressing elected officials and public. Also presents budget, making recommendations and explaining budget revisions and unforeseen expenses. Presents and explains services, rates, and operations to citizens' groups, elected officials, and general public as required.

Provides oversight for all contractual services, including the preparation of bid packages and specifications and the administration of these contracts.

Keeps abreast of applicable regulations, including employee certifications and training of contracted service providers and employees. Ensures that compliance measures and reporting requirements are being properly enforced. Participates in audit meetings as required.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the objectives, equipment, and operations of modern water production and treatment plants.

Extensive knowledge of methods and materials related to municipal water distribution system construction and maintenance.

Thorough knowledge of the layout, location, and equipment characteristics of the water distribution system, production wells, and treatment plants.

Knowledge of the regulatory and legal environment of modern municipal water production and distribution, including environmental law, employee training and certification requirements, and contract law as applicable.

Knowledge of water chemistry and microbiology principles and practices in municipal water production and distribution.

Knowledge of civil and/or sanitary engineering principles and practices related to municipal water production and distribution.

Knowledge of the organization's policies and procedures for budget preparation, revision, purchasing, procurement and contracting, personnel management, and risk and safety management.

Ability to research, analyze, organize, and present data and recommendations in an effective manner.

Ability to plan, develop, and administer technical contracts.

Ability to plan, coordinate, and supervise the work of operational, professional, technical, and clerical employees.

Ability to establish and maintain effective working relationships with elected officials, the public, and contracted services representatives and employees.

DESIRABLE TRAINING AND EXPERIENCE

Baccalaureate degree in Civil or Sanitary engineering, or related field, and substantial, progressively responsible experience in operations, maintenance, and administration of municipal water production, treatment, and distribution, including its management and budget; or an equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATIONS

Possession of Class IV Water Production, Water Treatment, and Water Distribution certifications, as issued by the state of Louisiana, within three years of appointment. Must be capable of responding to the site within one hour of notification. Valid driver's license to apply, and possession of a valid Louisiana driver's license prior to hire.