

Job Title: Water System Manager/ Superintendent Reports to: Borough Manager
Department: Water FLSA Status: Exempt

Work Objective:

This is a supervisory position directing the operation and maintenance of all drinking water facilities including water sources, treatment plant, collection systems, pump stations, and distribution system. Duties include direct and indirect supervision and management of all full-time, part-time, and temporary Water Department employees. The Water System Manager exercises independent judgment in accomplishing goals and initiatives established or adopted by the Borough Council while complying with all applicable statutory and regulatory requirements.

General Duties:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to achieve satisfactory performance.

- Ensure all department personnel understand and employ appropriate safety practices and measures at all times.
- Provide quality service to all drinking water customers within the scope of the Borough's water system.
- Interact with the public to address issues effecting water service for all residents, taxpayers, and customers.
- Advise Borough Manager as required to ensure water issues receive proper executive level attention.
- Cooperate with other department heads within the Borough as required.
- Ensure all appropriate permits and reports for the Borough water system are secured as required.
- Take appropriate action to identify and obtain the resources needed to properly maintain the water system.
- Select and work with appropriate experts, consultants, vendors and other professionals to best ensure effective and efficient expenditures for materials and services.
- Coordinate with appointed and contracted professionals as required and/or directed to ensure the safe and proper operation of the water systems.
- Identify, plan and implement improvements to the water systems in accordance with borough council priorities.
- Provide budgetary projections for water system operations, maintenance, and improvements.
- Prepare and manage departmental budget.
- Attend Borough Council meetings as appropriate to report on status of the water system.
- Review and approve expenditures in accordance with Borough guidelines and statutory requirements.
- Perform duties of operator as needed to ensure adequacy of treatment.
- Other duties as may be assigned by Borough management.

Certifications, Licenses, Registrations:

- High school diploma or General Education Degree (GED) and five (5) years' experience as a Licensed Water System Operator.
- Must possess and maintain PA state certification as a Water Treatment Plant Operator Class A, E and Subclassifications 1, 7, 8, 10, and 11 to operate all areas of the Filter Plant and distribution system. (Minimum)
- Proven experience with Surface Water Systems.
- Minimum three (3) years management experience.
- Demonstrated proficiency with Microsoft Office products.
- Knowledge of applicable governing statutes regarding the operation of municipal water treatment plants.
- Ability to prepare and present reports to Borough Council and other agencies and organizations as required.
- Valid State driver's license.

Preferred Skills or Abilities:

- Analyze statistical and anecdotal data and information when making managerial and operational decisions.
- Familiarity with the goals, objectives, and strategies of the Partnership for Safe Water.
- Ability to deal with complex problems involving several variables in standardized and unusual situations.
- Ability to direct operational decisions based on multiple, interactive plant conditions.
- Ability to identify and mitigate occupational hazards resulting from employment in the Water Department.
- Land management, park management, and or forestry management experience.
- Formal management / leadership training or experience.
- Proven track record of effective Budget management.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position outlined in this job description. Employees must have the ability to perform strenuous physical duties for long periods of time in adverse weather conditions. While performing the duties of this position, the employee may be required to perform any or all of the following:

- Stand for up to eight hours
- Sit or lay down
- Use hands or fingers to touch, feel, grasp, manipulate, and control equipment, tools and other objects.
- Reach with hands and arms from below the feet to above the head.
- Climb stairs and ladders.
- Balance
- Stoop, kneel, crouch, and crawl

Work Environment:

The work environment is typical for individuals employed in water treatment facilities, distribution systems and water collection systems. Employees frequently work with or near moving mechanical equipment and machinery. Employees are potentially exposed to high noise levels, chemical fumes, toxic and hazardous chemicals, human fecal matter, industrial waste, unpleasant odors, road traffic, various plants and vegetation, extreme temperatures, inclement weather, rough terrain, and sharp objects. This position may require weekend and holiday duties as well as “on call” duties.

Work is performed primarily in the water treatment plant. Work will also occur on Borough streets, wooded areas, near creeks and streams, or other locations inside or outside the Borough.

Daily reporting location is at the water treatment plant unless otherwise directed.

NOTE:

The job description does not constitute an employment agreement between North East Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

North East Borough is an Equal Opportunity Employer. In compliance with the United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, North East Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer

Acknowledgement:

I have read and understand this classification and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (Print)

Supervisor's Name (Print)

Employee Signature

Supervisor's Signature

Date

Date