



## Job Classification and Description

Job title: **Water Quality Manager**

Classification: Exempt

Immediate Supervisor: Chief Executive Officer

Grade: 12

Revised: 3/21/2023

### Job Summary:

Oversees and monitors treatment plant and distribution system; responsible for water quality, testing and reporting. Performs supervisory roles and technical work in the daily operations of the water treatment/distribution system. The Water Quality Manager is directly responsible for managing all regulatory compliance and reporting, system program implementations, etc. and inspects all water quality generated data for adherence to Federal, State, and Company Goals

### Duties:

- Communicates directly with customers, other departments, employees, regulatory agencies, governmental agencies, and the general public orally or in writing, as needed.
- Schedules and coordinates activities concerned with processing and distributing water.
- Prepare reports concerned with chemical analyses for administrative purposes and governmental agencies.
- Reviews and evaluates water reports, records, logs, and graphs to confirm adequacy of present and projected water needs.
- Provides directions and instruction to operators regarding data and quality control issues, to assure compliance with Oldham County Water District's policies and goals for quality control.
- Recommends purchase of needed equipment and supplies to meet present and future demands for efficient quality control goals and standards.
- Review monthly operating reports and make corrections if any errors are found.
- Responsible for all monthly operating reports, withdraw reports, discharge reports and water loss calculations.
- Responsible for NetDMR data online monthly and document the NetDMR submission.
- Become proficient with the CCR record keeping package spreadsheet and data entry. Responsible for completing the data table to be submitted to the wholesale customers and CEO.
- Monitors plant equipment, OCWD distribution tanks, wells, pumps and all other systems; makes adjustments as needed
- Makes treatment and operational changes as needed
- Shuts down and starts up plant as needed; adheres to pump usage schedule
- Performs well readings daily and as needed
- Performs routine sampling and testing; water break testing
- Performs BacT testing
- Prepares CCR reports and other reports required by regulatory agencies
- Monitor chemical inventory and reorders when needed
- Performs valve operation and flushing
- Participates in line break and other repairs; valve operation and flushing, water loss locates
- Performs plant cleaning and maintenance
- Maintains and troubleshoots mechanical equipment necessary to the operation of the plant
- Prepares routine reports, logs and timesheets
- Supervisor of Utility Service Worker; Class 1, 2, or 3
- Provides training to employees
- Meets with contractors, property and business owners to assist in locating utilities and to explain service locations
- Provides status updates on special and emergency situations to management
- On call duties on a rotating basis (includes night & weekend duty); may be called out for emergency duty 24/7
- Other duties as directed by OCWD management as deemed necessary to the operation of the District

**Skills and Knowledge:**

- Considerable knowledge of accepted supervisory methods, field supervision, and employee performance standards.
- Considerable knowledge of administrative reporting requirements of federal, state and local regulatory agencies.
- Considerable knowledge of testing equipment, and other industry related tools and equipment associated in the operations of water quality.
- Considerable knowledge of the occupational hazards, standard safety precautions, safe work methods OCWD's Safety Program, and related safety devices associated in the operation and maintenance of a water treatment system and the ability to assure that employees comply with safe standards.
- Considerable knowledge of computerized word processing, databases and mathematical computerized spreadsheet, preferably Microsoft Word, Excel, and PowerPoint software, including GPS systems.
- Some knowledge of the geographical work area.
- Ability to communicate effectively and establish and maintain harmonious relationships with Supervisors, customers, other employees, other departments, other governmental and regulatory agencies, and the general public as needed.
- Ability to understand and follow quickly and accurately brief oral and written instructions on moderately complex matters.
- Ability to correctly interpret and administer rules, regulations and policies in order to make decisions based on established policies and procedures.
- Ability to efficiently handle emergencies and multiple tasks simultaneously.
- Ability to supervise and plan data quality control protocols.
- May require announced or unannounced overtime work and the ability to respond to call-out work during non-working hours or emergencies.
- Possesses and utilizes the following traits: initiative, resourcefulness, thoroughness, accuracy, tact, firmness, sound judgment, and integrity.
- Excellent numerical skills and understanding of data analysis/statistical methods
- Great attention to detail with a result driven approach
- Excellent organizational and leadership abilities
- Reliable and Trustworthy
- Standard practices for the operation of a water treatment facility; methods of water sampling
- Knowledge of operation and comprehension of SCADA (Supervisory/Control/Data/ Acquisition System)
- Regulations governing operation and maintenance of water treatment facilities
- Proper use and disposal of hazardous materials; confined space entry procedures
- Customer service techniques
- Oldham County geography, streets, business locations
- Traffic laws and rules involved in vehicle operation
- Any technical water treatment/maintenance training or licensing required by management

**Ability to:**

- Read and comprehend diagrams, technical and operation manuals, meters, gauges, control panels, testing and monitoring equipment including SCADA (Supervisory/Control/Data/ Acquisition System)
- Utilize equipment and perform water quality testing
- Performs mathematical calculations in order to calculate quantities, measures and weights
- Place and price purchase orders
- Operate personal computers and related software
- Utilize and wear safety equipment
- Communicate effectively with the public, other employees and management
- Exhibit ethical behavior and adhere to the policies of the OCWD
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**Minimum qualifications:**

- High school diploma or GED equivalency
- 8 years of progressively responsible experience in water treatment operations;
- Water treatment plant operator license suitable to the needs of the OCWD at time of hire or within specified time period
- Valid Kentucky Driver's license
- Graduation from a two (2) year technical school with major course work in water treatment operations is desirable. Bachelor's degree in Engineering, Biology, Chemistry or a related field is preferred.
- Or in the discretion of the CEO, any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

**Work environment:**

- Duties are performed in an outdoor environment that may include working in adverse weather conditions including extreme hot and cold conditions; may involve working in vehicular traffic; in dirty conditions; using soiling and greasy products; around insects or animals.

**Essential Physical Abilities:**

- Clarity of speech and hearing which permits the employee to discern verbal instructions and communicate with other employees and the public, and sufficient vision which permits the employee to comprehend written work instructions, work orders, maps, accurately read and enter data in a computerized system, and move over rough terrain
- Sufficient manual dexterity which permits the employee to operate electronic handheld devices, write legibly, move water lids and perform maintenance
- Sufficient strength to lift 50-pound objects for varying distances
- Sufficient body flexibility, mobility, stamina, and balance to perform maintenance and repair operations that require bending, stooping, kneeling, stretching and other physical exertions, repair and replace water meter lids and moving over rough or unfamiliar terrain
- Sufficient ability to endure prolonged exposure adverse weather conditions including extreme hot and cold conditions
- Oldham County Water District will make reasonable accommodations as required in compliance with the Americans with Disabilities Act

**Tools and Equipment:**

- OCWD will provide truck and pertinent expenses: employee is responsible for keeping truck in good running order, engine maintenance, tires and cleaning; any damage to the truck that is deemed neglect will be the employee's responsibility to repair or replace

**Uniforms:**

- OCWD will furnish uniforms; employee is responsible for seeing that uniforms are properly maintained. Upon termination or change in position when uniforms are no longer required, all uniforms should be returned. Any missing pieces will be charged to the employee

Excluding Grade Classification, this job description is subject to change at the discretion of the CEO due to business necessities and for other reasons.