

## **JOB TITLE: DIRECTOR OF WATER PRODUCTION**

Under the general direction of the CEO/General Manager, plans, directs, and coordinates those activities concerned with the operation and maintenance of the water production facilities on North Center Street Road, the Marshalltown Water Works wellfield, booster pumping stations, and outlying storage facilities.

### **ESSENTIAL FUNCTIONS:**

- Directs and coordinates the operation and maintenance of the North Center Street water production facilities.
- Directs the treatment process through information for laboratory analysis in maintaining the necessary chemicals and correct dosages for compliance with rules and regulations of the Safe Drinking Water Act and the Marshalltown Water Works.
- Guides the operation of maintenance in developing projects and routine maintenance schedules.
- Directs implementation of the computerized long-term preventive maintenance program for the water production facility.
- Implements the development and implementation of operations and maintenance budget expenditures, prepares reports on operation and special events and projects.
- Directs the preparation of necessary reports concerning finished water production.
- Researches and implements steps towards solving non-routine problems in water treatment, maintenance, and operations areas.
- Administers employee work rules and regulations; assures adherence to Marshalltown Water Work's policies and safe operating rules.
- Conducts training programs using film, video tapes, discussions, and demonstrations in the training of personnel in operation and maintenance.
- Assists the engineering department in the design of additions and renewal of water production facilities, wellfield, booster stations, and storage facilities. Also assists in developing specifications for materials and equipment and evaluating such.

### **ESSENTIAL REQUIREMENTS:**

- Must hold an Iowa Grade IV Water Treatment License from the state of Iowa.
- Must be certified by the state of Iowa to run a laboratory operation.
- Must have five years experience in the operations of a Grade IV treatment plant, or equivalent.
- Must have college level background in civil or environmental engineering or chemistry equal to two years of study.
- Knowledge of operations and maintenance of a water treatment plant.
- Ability to provide work direction and advice to operational and maintenance personnel.
- Knowledge in computerization of treatment operations.
- Ability to communicate verbally and in writing, including advising operational personnel, coordinates with private customers and engineers, and responds to public concerns.
- Ability to maintain confidentiality of company records.
- 96% Minimum attendance.

### **ESSENTIAL PHYSICAL DEMANDS:**

- Occasionally handles up to 50 lbs.
- Occasionally performs tasks requiring stooping, standing, bending, kneeling, and reaching overhead.
- Ability to work in confined spaces.
- Ability to differentiate machine operation sounds.
- Climb stairs and ladders.

**ENVIRONMENTAL CONDITIONS:**

- Normally inside building.
- Occasionally exposed to adverse weather conditions.
- Occasionally exposed to hazardous chemicals.
- Frequent exposure to machine noise.
- Occasionally exposed to dust and odor.
- Occasionally works in confined spaces.

All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or abilities deemed necessary to perform the job duties, responsibilities or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.