

NOTICE OF JOB OPENING

July 19, 2022

JOB CLASSIFICATION: Water Purification Manager

The Benton Utilities Water Purification Department is accepting applications for the above position. A job description outlining job responsibilities and qualifications is attached.

Salary Range \$66,352.00 to \$102,050.00 + Full Benefits

Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application and complete job description are available from the Human Resources Department, Benton Utilities Complex, 1827 Dale Ave, Benton, AR or a printable application and complete job description are available online at <https://www.bentonutilities.com/personnel>.

Position closes at 4:00 p.m. Friday, April 8, 2022, or until filled.



JOB DESCRIPTION

JOB TITLE: Water Purification Manager

DATE: 03/2022

DEPARTMENT: Water Purification

LOCATION: Water Plant

FLSA STATUS: Exempt

REPORTS TO: General Manager

EEO CATEGORY: Skilled Craft

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB SUMMARY: To oversee the operation and maintenance of the water treatment plant facilities, reservoirs, vehicles, equipment, buildings, and grounds. Incumbent may be utilized in other areas of management to provide continuation of services in water system.

ESSENTIAL JOB FUNCTIONS:

1. Plans, directs, and manages water treatment operations.
2. Directly supervises departmental personnel with assistance from Supervisor as necessary.
3. Ensures adequate and appropriate application/maintenance of chemicals in water supply.
4. Utilizes SCADA system (computerized system) for control and data acquisition purposes to monitor water flow.
5. Meets/maintains compliance requirements of Federal/State regulatory agencies and City ordinances/policies.
6. Updates risk management plan in accordance with EPA guidelines as necessary.
7. Remains current and informed on required regulatory updates/mandates from Federal and State agencies (EPA, Homeland Security, Arkansas Department of Health, Arkansas Department of Emergency Management, etc.)
8. Administers backflow and cross flow connection programs to ensure no contamination of potable water supply from commercial industries/businesses
9. Schedules and monitors work activities and manpower for operations/projects; conducts on-site inspections as required/necessary
10. Ensures employees' capabilities in working with protective respiratory equipment during chlorination process
11. Obtains external assistance from contractors/vendors as necessary
12. Receives and responds to citizen concerns/complaints; conduct problem resolution
13. Evaluates water system to identify and resolve problem areas
14. Prepares monthly summaries of work activities; report to General Manager, Utilities Commission and City Council as necessary/required
15. Ensures safety in the work environment and provides training

16. Ensures training of personnel in order to meet licensure requirements
17. Performs water samplings as necessary to identify possible bacteria; coordinates with Arkansas Department of Health for testing; receives results and issues boil order as required
18. Conducts work projects/activities with engineering consultants
19. Is responsible for monthly safety meetings and programs for Water Plant employees
20. Maintains record keeping on water treatment and testing, service logs, dispatch calls, repairs of system and equipment (e.g., Arkansas Department of Health)
21. Maintains inventory of departmental parts, supplies, materials, requisitions items as necessary
22. Prepares and submits annual budget
23. Makes visual inspection of the facilities and equipment to ensure proper operation of chemical feeders and pumps, high service pumps, clarifiers, clearwell levels, tank levels, raw water intake pumps and equipment, reservoir pumps and equipment, sludge basins and related equipment, on-line turbidimeters and chlorine analyzers, flow meters, etc.
24. Ensures daily recordkeeping of water usage, chemical usage, flow rates, clearwell levels, tank levels, etc.
25. Performs routine safety checks on equipment.
26. Operates City vehicle and department equipment.
27. Performs other duties as assigned or necessary.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Must be able to work weekends, evenings, and overtime.
2. Makes calls to consumer's homes when they have complaints about water taste, odor, or clarity.

SUPERVISION RESPONSIBILITIES

Directly oversees one (1) supervisor position within the department and approximately twelve (12) non-supervisory positions within the department. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing; training; planning, assigning, and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems.

Budget Responsibility:	\$ N/A Annual dollars
Facilities and Equipment Responsibility:	\$150,000 to \$1,000,000

EDUCATION AND EXPERIENCE

High school diploma or GED plus specialized training and/or additional college courses and four (4) years of progressive experience in water treatment operations or related experience and/or training; six (6) months of supervisory experience preferred. Equivalent combinations of education and experience will be considered.

MINIMUM QUALIFICATIONS:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of state and federal regulations governing water quality.

Comprehensive knowledge of necessary processes/chemicals for water treatment.

Comprehensive knowledge of workplace safety issues and ADEQ/ADH training requirements.

Considerable knowledge of manpower and equipment necessary for departmental operations, maintenance, projects.

Knowledge of City ordinances/policies and applicable Federal, State, Municipal statutes, rules, guidelines

Basic knowledge of computer fundamentals and business software.

Skill in supervising personnel, services, and operations.

Skill in oral/written communication

Skill in organization, coordination, prioritization, and scheduling

Skill in use of equipment and tools (including SCADA) necessary to department functions.

Basic skill in math and some algebra.

Skill in operating of City vehicle and department equipment

Ability to provide effective leadership and direction for personnel, services, operation

Ability to meet regulatory and mandated requirements plus statutory laws and rules

Ability to make decisions concerning plant operations; troubleshoot and problem solve

Ability to respond to natural disaster affecting the water supply/treatment

Ability to understand/interpret basic engineering principles and interpret plans, blueprints, schematics

Ability to wear dust masks, respirators, and Self-Contained Breathing Apparatus.

Ability to follow instructions and complete tasks as assigned by Department Manager.

ADDITIONAL REQUIREMENTS:

Arkansas Water Treatment Operator Level IV

Must have hours required by the Arkansas Dept. of Health --in order to renew license every 2 years.

Arkansas Wastewater Operator I License

SAFETY SENSITIVE

This is a SAFETY-SENSITIVE POSITION: A safety-sensitive position is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety. Lack

of attention in a safety-sensitive position can result in an incident that adversely affects the health or safety of employees, contractors, customers, the public, or the environment. An employee has to be with clear mind and diligent while occupying this position. This position is designated as safety sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Yes	No
Lifting (lbs.)	80	
Carrying (lbs.)	80	
Stooping/Bending	X	
Kneeling/Squatting	X	
Walking	X	
Standing	X	
Sitting	X	
Climbing, Balancing (working with a ladder)	X	
Use of hands to finger, handle, or feel	X	
Physical Coordination (simultaneous use of hands, arms, feet and legs)	X	
Eye-Hand Coordination	X	
Close Vision (Clear at 20 inches or less)	X	
Distant Visions (Clear at 20 feet or more)	X	
Color Vision	X	
Depth Perception	X	
Hearing	X	

WORK ENVIRONMENT:

The environmental conditions marked below are common for this job.

	Yes	No
Outdoor weather conditions	X	
Wet, Humid conditions (non-weather)	X	
Work near moving mechanical parts	X	
Work in high, precarious places	X	
Fumes or dust	X	
Toxic or caustic chemicals	X	
Extreme Heat (non-weather over 90° F)	X	
Low noise (e.g., business office)	X	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)	X	
Loud noise (e.g., jackhammer, heavy motorized equipment)	X	