



Job Description

Department: Water Treatment

Classification: Non-Exempt

Job Title: Water Treatment Plant Manager

Reports to: Public Works Director

Date job description last revised: July 2023

GENERAL DESCRIPTION OF DUTIES:

Performs administrative, supervisory, and technical work related to the operation and maintenance at the City's water treatment plant.

ORGANIZATIONAL RELATIONSHIPS:

Reports to Public Works Director. Directly supervises plant operators and may oversee work of contractors and other city public works personnel on a special projects basis.

ESSENTIAL DUTIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Salida retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Plans, coordinates, and supervises the operation of the Water Treatment Plant building, grounds and remote pumping facilities.
- Performs or supervises numerous analytical tests to insure compliance with the State and Federal Regulations, manages the city's augmentation plan and storage of excess water credits.
- Responsible for ordering materials within budget allowances and maintaining and inventory of chemicals and parts sufficient for day-to-day operations.
- Plans the needs of the department and submits an annual departmental budget to the Public Works Director.

- Prepares monthly and annual reports and submits them to various agencies; may be asked to attend City Council meetings on occasion.
- Is responsible for training employees with regard to use and maintenance of all plant equipment, holds regular safety meetings, and insures that plant employees follow proper safety procedures.
- Prepares payroll reports, maintains records for sick leave, and vacation, and flex time.
- This Manager is registered with the State of Colorado as the Operator in Charge (Water Treatment Class A).
- Utilizes SCADA and other graphing to trend water production and other operational items.

KNOWLEDGE, SKILLS, AND ABILITIES:

Have considerable knowledge of principles, procedures, and practices applied to the operation and maintenance of Water Treatment Plant and equipment.

Possess skill in the operation and maintenance of Water treatment facilities and equipment.

Must have the ability:

- to handle 150 pound chlorine or sulfur dioxide cylinders; must be able to lift/push/pull 50 pounds. There are times you need to be able to maneuver pumps, motors and other equipment.
- to establish and maintain effective working relationship with employees, other government agencies and the public.
- to communicate effectively verbally and in writing.

Education and Experience:

High School Graduate or Equivalent. Four years of thorough experience in the operation and maintenance of Water Treatment Facilities.

Must possess a "Class A" Colorado Water Treatment Plant Operators Certificate and a valid Colorado Driver's License or obtain through reciprocity.

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

Continuous physical effort involving standing, stooping, bending, lifting, climbing ladders, operating and maintaining equipment, etc. Constant work activity generally producing fatigue at the end of the workday. Uncomfortable or hazardous working conditions on a day-to-day basis, exposure to harmful noise, fumes, odors, heat, dust, temperature extremes, materials, tools, chemicals, deadly gases, etc. Generally unpleasant working environment with use of

safety procedures and good house keeping very important. Personal protective equipment often required and used while on the job.

The hazardous work areas are identified and precautions should be taken in these areas, as well as constant safety-minded efforts should be taken. As in any water industry there are always potential hazards that can cause slips and trips, special attention needs to be given in all areas of the facility.

PAY/SALARY RANGE:

\$62,421.75 to \$93,632.63 Annually. Hiring range up to \$78,027.19 Annually.

GENERAL DESCRIPTION OF BENEFITS:

The City offers a full benefits package for this position including medical/dental/vision insurance plans, 401(a) and 457 retirement plan options with employer match, Personal Time Off accrual, life insurance, short-term and long-term disability benefits, and a swim benefit at the Salida Hot Springs Aquatic Center.