

**Open to the Public
As of February 4, 2019**

Water Utility Manager

Primary Function

Directs and coordinates all activities associated with the proper operations and maintenance of the City of Lancaster Water Bureau. Directs operations of all municipal water treatment plants, transmission and distribution systems, related facilities including, but not limited to, engineering, training, supervising, scheduling, operations, equipment maintenance, and making budgetary and staffing recommendations. This position requires thorough knowledge of the methods, policies, and procedures of the Public Works Department as they pertain to the performance of duties.

Education, Training and Experience

- Bachelor's degree in Engineering or Public Administration is required.
- At least eight (8) years' experience in plant operations and maintenance of water treatment plant equipment, including two (2) years at the level of Chief Water Plant Operator or above or any equivalent combination of training and experience is required.
- Minimum of two (2) years shall be supervisory management experience where administrative responsibility is required.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.
- Possession of a Class "A" certificate with all subclasses required by the Pennsylvania Department of Environmental Protection is required.
- Possession of a Class "E" certificate as required by the Pennsylvania Department of Environmental Protection is preferred.
- Possession of a License as a Professional Engineer within the state of Pennsylvania or ability to obtain one through reciprocity from another state is preferred.

Comments

- Requires response to emergency call-ins 24 hours a day, seven days a week.
- Requires lifting up to 50 lbs.
- Works around motorized or moving equipment and machinery.
- Requires working long hours and must be available to handle emergency situations after hours, weekends and holidays.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

Salary: \$77,044.51 - \$123,271.22, dependent upon qualifications

Full-Time; Excellent City benefit package

Applications will be accepted until the position is filled.

The City Job Application and full job description are available at www.cityoflanasterpa.com/city-job-listings

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title: Water Utility Manager (formerly Water Production Supervisor)	Job Code: 2124
Department: Public Works	FLSA: Exempt
Job Grade: 1020	Effective Date: 9/2018
Reports To: Director of Public Works	Revision Dates: 02/2010; 1/2019

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Principle Duties & Responsibilities

- Follows safe practices in the performance of duties.
- Plans, directs and coordinates the activities of the water treatment facilities to ensure that the City is in compliance with all applicable Federal and State regulatory agencies.
- Directs and prepares the budget for the Water Bureau, authorizes expenditures that are approved by the Director of Public Works.
- Writes reports for management or other administrative areas regarding such subjects as work plans and activities, personnel issues and operational problems.
- Directs preparation of construction plans and specifications and inspection of construction work for the Water Facilities.
- Confers with and advises supervisory personnel on problems encountered in the operations.
- Recruits, selects, trains, evaluates and disciplines subordinates within the guidelines established in the City's personnel rules/regulations.
- Responsible for the safety and training programs for the water staff.
- Receives and resolves complaints from the public regarding areas supervised.
- Participates in overall departmental activities as a member of the Public Works Director's management team and maintains responsibility for accurate and timely communication of management issues to employees and ensures that superiors are aware of employee concerns
- Responsible to carry out decisions and policies of the Director of Public Works.
- Performs all other work as required, related to position responsibilities.
Serves on panels, boards , and committees at the direction of the Director of Public Works

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safe practices related to functions of Public Works
- Proven proficiency in knowledge, understanding and use of the Microsoft (or similar) suite of tools (Word, and Excel, Outlook or Lotus Notes) is required.
- Computerized maintenance management software (CMMS) and Munis (accounting software) proficiency is required.
- Proficiency in Munis (or similar) accounting software is required.
- Extensive knowledge of the principles, methods, and practices used in large scale water treatment plants employing membrane filtration is required.
- Proven ability to interpret, verify, and accurately enter data into a computer database is required.
- Proven ability to follow directions and complete assignments is required.
- Proven ability to respond quickly and effectively to emergency situations is required.
- Proven ability to read, write, speak and comprehend English is required.
- Ability to operate a vehicle on private and public streets is required.
- Extensive knowledge of the principles, practices and equipment utilized in the water treatment plant operations, maintenance and repair.

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- Extensive knowledge of water transmission and distribution operations.
- Extensive knowledge and experience of water and wastewater regulations and quality control/laboratory procedures and practices.
- Thorough knowledge of intergovernmental relations, particularly as related to municipal relationships with State and Federal Agencies.
- Ability to determine long range needs for expansion and reconstruction and to plan and organize work for the efficient accomplishment of such objectives.
- Considerable knowledge of the modern principal and practices of public and business administration.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.

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Environmental Conditions

- Indoors, environmentally controlled.
- Outdoor, exposed to inclement weather and extreme temperature.
- Exposure to noise and pollution.
- Exposure to chemicals used in water treatment.

Safety Equipment Used or Needed

- Personal protective equipment (i.e., hard hat, safety glasses, boots, etc.) while on a construction site and hard hat and safety vest while on roadways and construction sites.
- Personal protective equipment while exposed to water treatment chemicals.
- Added exposure to water treatment chemicals in environmental conditions and safety equipment used

Comments

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This description of work is meant to be an overview of work to be performed by the employee and not intended to be a complete listing of all tasks required in this job, nor a contract of employment. Management may assign other responsibilities within the employee's abilities.