

INTERCITY WATER SYSTEM ASSISTANT WATER PLANT MANAGER

Status: Full-Time

FLSA: Exempt

Payroll Information: Salary

Annual Wage Scale: Depending on Qualifications

Reports To: Water Superintendent

Position open until filled

To apply please submit cover letter and completed application or resume to jzinzilieta@rendlake.org. Paper copies can be mailed to Rend Lake Conservancy District Administrative Office, PO Box 907, Benton IL, 62812.

Summary:

The Assistant Water Plant Manager supervises water and wastewater employees as designated by the Water Superintendent in the performance of plant / field maintenance, operations, repairs and special projects.

Specific Duties and Responsibilities:

1. Be available for after hour “on-call” duties including weekends and holidays.
2. Supervise staff and perform planning functions for maintenance and repair projects with focus on in-plant tasks. This will include, but not be limited to, identification of projects, development of parts and material lists, purchasing of parts and materials, organizing and supervising work teams, accountability for work completion and quality, recordkeeping, evaluating the performance and the development needs for maintenance personnel, and data entry into preventative maintenance system.
3. Assist the Superintendent in the continual development and maintenance of the preventative maintenance system.
4. Schedule and track all membrane system maintenance, sonic surveys, module pinning, repairs and other requirements in the O&M manual.
5. In absence of Water Superintendent, manage water plant operations and supervise operators to achieve treatment goals, operate within established operating bands, and optimize chemical use.
6. Perform daily cleanliness inspections.
7. Perform safety training of maintenance personnel and routine safety inspections of water plant.
8. Perform tracking, purchasing, and accountability for maintaining the proper water treatment chemical inventory, lab supplies and all materials for maintenance activities.
9. Preparing invoices for review and approval of Superintendent.
10. Performs any other job-related duties as required.

Minimum Job Requirements:

Possess an Illinois Class A Water Operator license.

Possess a valid Illinois driver's license. CDL preferred.

Minimum 5 years' experience in the water industry.

Minimum of 2 years' experience in the supervision of personnel.

Experience in electrical field to include knowledge and use of electrical and electronic equipment, SCADA systems, electrical test equipment, and training in troubleshooting electrical, pneumatic, hydraulic, and air operated equipment is a plus.

Experience with wastewater systems is a plus.

Special Requirement:

Maintain primary residence within reasonable distance to water plant within the boundaries of the district.

Knowledge, Skills, and Abilities Required:

- Good verbal and written communication skills.
- Ability to perform and supervise maintenance of all areas of a water system.
- Ability to operate and supervise the operation of common water treatment equipment.
- Ability to trouble shoot problems and implement repairs.
- Ability to manage the cleanliness of a water facility.
- Ability to read, understand, follow and enforce safety procedures.
- Ability to lead staff and manage union issues.
- Ability to order parts and supplies.
- Ability to follow oral and written directives from the Water Superintendent.

Working Conditions and Physical Effort:

- Work involves moderate exposure to unusual elements, such as dirt, dust, fumes, smoke, heat, cold, unpleasant odors, and/or loud noises.
- Moderate physical activity. Requires some heavy physical work; lifting, pushing, or pulling required of objects in excess of 50 pounds.
- Must be physically and mentally able to thoroughly complete all tasks in a timely and competent manner.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.