



City of Great Falls

Water Treatment Branch Manager

SALARY	\$39.43 - \$41.75 Hourly \$82,011.00 - \$86,836.00 Annually	LOCATION	Great Falls, MT
JOB TYPE	Regular Full Time	JOB NUMBER	24-00065
DEPARTMENT	Public Works	DIVISION	Water Plant
OPENING DATE	05/10/2024	CLOSING DATE	5/27/2024 12:00 AM Mountain
UNION	Non-Union		
CLASSIFICATION			

Nature of Work

This position serves a critical role in the leadership team of the Public Works Department. The Water Treatment Branch Manager is responsible for the overall operation, maintenance and compliance of the City's water and wastewater treatment facilities. In general duties include (1) day to day management of Water Treatment Plant staff, processes and facilities, (2) administrative and performance management of the Wastewater Treatment Plant operation and maintenance contractor, wastewater facilities capital planning; and (3) regulatory compliance for both water and wastewater treatment facilities. This position reports to and performs work under the general direction to the Public Works Director.

Essential Functions of Work

Day-to-day management of Water Treatment Plant staff, processes and facilities: (50%)

- Serve as the City's Responsible Operator in Charge at the City's water treatment plant and pump station facilities.
- Plans, assigns, directs, and manages day-to-day work and Water Treatment Plant staff performance.
- Meets regularly with Water Plant lab personnel to ensure that laboratory analyses of water quality is at or above required levels.

Administrative and performance management of the Wastewater Treatment Plant operation and maintenance contractor, wastewater facilities capital planning: (40%)

- Plans and participates in capital improvement projects affecting both the water and wastewater treatment plants as well as pump and lift station facilities.
- Coordinates water and wastewater facilities asset management with Public Work Administration staff.
- Inspects the operations of the vendor-operated Wastewater Plant, lift stations and associated facilities to ensure compliance with all elements of the service-level agreement.
- Establishes, presents and administers operating and capital budgets for both the Water and Wastewater Treatment Plants.
- Conducts scheduled operational and maintenance meetings with Water/Wastewater plant staff to insure City expectations are met. Review and prepare monthly, quarterly and annual reports.
- Assist Wastewater contractor with treatment needs, concerns and/or requirements.

Regulatory compliance for both water and wastewater treatment facilities: (10%)

- Represents and protects the interests of the City's water treatment facilities and Public Works Department at various internal/external meetings, including engaging in State and Local water quality and other policy development.
- Works closely with the Industrial Pretreatment Program to ensure compliance with the Federal Environmental Protection Agency.
- Conduct scheduled inspections of Wastewater Plant, equipment and facilities.
- Ensure compliance with all environmental, safety and other regulations at both the Water and Wastewater treatment facilities.
- Engage in State and Local Environmental and other policy development. All other duties as required to meet operational requirements and the ability to sustain essential city services.
- In the event that through the processes and procedures of attempting to call back employees for emergency, urgent and routine operations that require employees with the requisite skills and knowledge to secure, stabilize, repair and restore public services, employees either decline or are unable to accept the call back or overtime, the City will take any and all necessary measures in the most efficient and effective manner to manage the emergency or urgent operations through completion and restoration.

Education and Experience

- Education equivalent to a bachelor degree in Microbiology, Public Administration, Civil Engineering or a related Science or Engineering field, (Preferred) and
- Ten years of progressive experience in water/wastewater treatment operations, with a minimum of five years supervisory experience (Preferred).

NECESSARY SPECIAL QUALIFICATIONS

- Montana Class 1B Water Treatment Plant Operator's license or the ability to obtain certification within 6 months of employment,
- Possession of a Montana driver's license.

OPTIONAL: Montana Class 1C Wastewater Operator's Certification or the ability to obtain certification with three years of employment.

Requirements of Work

- Extensive knowledge of the current principles and practices of treatment processes regarding water purification and wastewater treatment.
- Substantial knowledge of the principles and practices of administrative management and supervision.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, vendors and the general public.

CORE COMPETENCIES

- Leadership and Effective Management Skills
- Conflict Resolution
- Excellent Communication Skills, both oral and written
- Strong Interpersonal Skills
- Proven Organizational Skills

SUPERVISORY RESPONSIBILITY

This position manages 15 water plant employees, union and non-union staff, and oversees wastewater plant contractor operations.

WORK ENVIRONMENT

Work is performed in a combination of office and heavy industrial environments. Hazards range from those commonly found

in an office setting like slip, trips, falls and repetitive motion to heavy industrial hazards including but not limited to noise, heavy machinery, dangerous chemicals and confined spaces.

PHYSICAL DEMANDS

Must have the ability to perform moderate physical work and to frequently lift and carry up to 50 pounds at a time; ability to stand, walk, sit, reach, grasp, kneel, ride and perform similar body movements, the possession of hand/eye coordination sufficient to climb stairs and ladders, operate a computer and other office equipment and a motor vehicle; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.

EXPECTED HOURS OF WORK

The work schedule is a 40-hour work week, Sunday through Saturday. Work is typically performed Monday through Friday. This position is exempt and ineligible for overtime.

TRAVEL

Travel is primarily local during the business day. Occasional travel may be required to attend off-site training and educational opportunities.

Agency

City of Great Falls

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Website

<https://www.governmentjobs.com/careers/greatfallsmt>