



## Job Classification and Description

**Job Title: Treatment Manager**

Classification: Exempt

Immediate Supervisor: General Manager

Department: Treatment

Salary Range: \$68,907 - \$96,387

Revised: 3-27-25

### **Job Summary:**

Under general supervision, manages the District's treatment operations; directs and manages Water Treatment Plant and communicates with Distribution, Maintenance, and Office personnel; Assists the General Manager as required, including but not limited to operations of the water treatment of the District and critical planning of the treatment processes.

### **Duties:**

- Responsible for operation of all Treatment facilities; daily, during emergency operations, and in the absence of the General Manager
- Directs, supervises and manages personnel; coordinates activities with department managers; advises General Manager regarding hiring, terminating, advancement, promotion and discipline
- Oversee the production of the plant by managing treatment operations 24/7.
- Shall be appropriately certified and qualified to perform the duties required of the General Manager, when deemed necessary in the absence of the General Manager
- Shall assist the General Manager in their duties as requested
- Shall have a strong sense of leadership, along with fast and effective problem-solving abilities.
- Shall have immense communication skills.
- Shall have the responsibility of developing an environment that improves the efficiency of the employees and work force.
- Assists administrative personnel with work order questions, scheduling, employee time keeping or other items as needed.
- Distributes, monitors and follows up on work and compliance.
- Anticipates staffing requirements; exercises direct authority over all Treatment personnel; complies with all OCWD Personnel Policies and Procedures
- Assists in system flushing and backflow prevention at the Treatment facility.
- Monitors water loss at the plant and water storage tank overflows.
- Assists in construction projects, improvements, repairs and other modifications to the facilities of the District relating to the treatment process.
- Assists in obtaining grants and financing as needed or required.
- Assists in rate increases and changes to the OCWD tariffs.

- Conducts and supervises bidding processes as needed; ensures all regulations and laws are adhered to.
- Provides information for the annual financial and PSC audits.
- Provides information for the annual Budget submission; monitors and provides monthly reports to the General Manager; ensures all laws and regulations are adhered to.
- Provides guidance and support on issues involving the Public Service Commission, Division of Water, EPA and any other Government agency or association.
- Provides guidance on training issues and requirements for Treatment personnel.
- Monitors and approves employee work schedules, vacation schedules and other activities.
- Performs employee evaluations.
- Performs training as needed.
- Oversees safety programs and meetings with regards to the Treatment processes.
- Approves accounts payables and payments in relation to Treatment activities.
- Approves, collects, and monitors employee time logs.
- Prepares and submits various reports to regulating agencies and participates in site visits and audits.
- Assists in the preparation and planning for approval of new infrastructure at the Treatment facility.
- Assists in answering customer inquiries in regard to water quality requirements or other questions and complaints.
- Assists during unusual or extreme water line breaks, emergency situations and adverse conditions.
- Attends and participates in Board Meetings, management meetings; presents information to General Manager for water loss reports and statistics and any other pertinent data.
- This position is subject to the most current version of the Ohio County Water District Personnel Policy.
- On call duties 24/7, available to General Manager and employees; must leave emergency contact numbers when absent.
- Other duties as directed by the General Manager as deemed necessary to the operation of the District.

**Skills and Knowledge:**

- Strong sense of being company minded, professional, and respectful.
- Capability to supervise and manage up to 5 employees and contractors.
- Capability to perform Treatment Plant tours and make public presentations.
- Safety practices training and compliance knowledge.
- Human Resource knowledge and experience.
- Insurance knowledge and experience.
- Water treatment knowledge and experience.
- Financial planning experience; reporting and compliance; accounting, capitalization and depreciation comprehension.
- Project experience; bidding process knowledge and experience.
- Knowledge of water system infrastructure; including but not limited to distribution lines, pumps, motors, water tanks, generators, electrical requirements, treatment plant and office systems.
- Knowledge of administrative functions and requirements; water system specific software usage and knowledge.

- Water system specific tools, equipment, testing equipment knowledge.
- Knowledge of State, Local and Federal laws and regulations relating to Water Districts.
- MS Windows office suite; Excel, Power Point, Word, Outlook.
- SCADA Technical Knowledge (Supervisory/Control/Data/ Acquisition System).
- Customer service techniques.
- Provide conflict management and provide resolutions for personnel, contractors, the public and others as needed.

**Ability to:**

- Be company minded.
- Show a strong sense of leadership with oversight of Treatment employees.
- Strong communication skills and documentation is needed in this position.
- Study the process, anticipating anything that could go wrong and having a contingency plan if something critical happens.
- Manage, plan, implement and follow up.
- Being well organized, seeing the big picture, and being company minded as a manager.
- Be professional and company minded, putting the District before personal interests or egos.
- Interpret and adhere to all OCWD, State, Local, Federal policies, laws and regulations.
- Develop expertise on all aspects of Ohio County Water District operations, distribution systems, equipment, mapping and technical data.
- Read and interpret financial data and reports; ensure compliance in all areas.
- Read maps, diagrams, blueprints, plats, technical and operational manuals, testing equipment.
- Work independently to complete tasks on schedule.
- Make mathematical calculations; financial forecasting and planning; compute infrastructure and capital needs.
- Use hand tools, power and small equipment.
- Operate heavy equipment as needed.
- Operate a personal computer, tablets and related software. (Microsoft Office, etc.).
- Operate a motor vehicle.
- Maintain effective relationships and communicate effectively with the General Manager and other agencies, co-workers and the public; report special and emergency situations to the public and any other applicable persons or agencies as needed.
- Exhibit ethical behavior and adhere to the policies of the OCWD.
- Obtain a Class IV Water Treatment Operator License & Micro lab Laboratory Analyst with Supervisory classification.

**Minimum qualifications:**

- High School diploma or GED equivalency; Bachelor's Degree preferred
- Ten years of experience with, administration, supervision and management.
- Water system training and/or experience.
- SCADA training and/or experience (Supervisory/Control/Data/ Acquisition System).
- Technical training in computers, electrical systems, mechanical systems, water systems.
- Financial/accounting training and/or experience.
- Valid Kentucky driver's license.

- Or in the discretion of the General Manager, any equivalent combination of experience and training, certifications or licenses which provides the knowledge and abilities necessary to perform the work as required by the General Manager and or other regulating authorities.
- Water Treatment Operator License Class IVA required.
- Preferred micro lab certification or be able to obtain while employed on the job.

**Work Environment:**

- Duties are performed in an outdoor environment that may include working in adverse weather conditions including extreme hot and cold conditions; may involve working in vehicular traffic; in dirty conditions; using soiling and greasy products; around insects or animals.

**Tools and Equipment:**

- OCWD will provide truck and pertinent expenses: employee is responsible for keeping truck in good running order, engine maintenance, tires and cleaning; any damage to the truck that is deemed neglect will be the employee's responsibility to repair or replace.

**Essential Physical Abilities:**

- Clarity of speech and hearing which permits the employee to discern verbal instructions and communicate with other employees and the public, and sufficient vision which permits the employee to comprehend written work instructions, work orders, maps, accurately read and enter data in a computerized system, and move over rough terrain.
- Sufficient manual dexterity which permits the employee to operate electronic handheld devices, write legibly, move water lids and perform maintenance.
- Sufficient strength to lift 75-pound objects for varying distances.
- Sufficient body flexibility, mobility, stamina, and balance to perform maintenance and repair operations that require bending, stooping, kneeling, stretching and other physical exertions, repair and replace water meter lids and moving over rough or unfamiliar terrain.
- Sufficient ability to sit or stand for prolonged period of time; climb stairs.
- Sufficient ability to endure prolonged exposure adverse weather conditions including extreme hot and cold conditions.
- Ohio County Water District will make reasonable accommodations as required in compliance with the Americans with Disability act.

This job description is subject to change at the discretion of the General Manager.