



Water Supply Manager

Category: Exempt
Pay Grade: E26
Job Code: 17264

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly technical supervisory work with administrative responsibility in the operation of the Water Supply Division of the Utilities Operations Department. An incumbent in this class is responsible for planning, managing, and coordinating the work of plant operations personnel engaged in the production, treatment, and distribution of potable (drinking) water for all Pinellas County customers. Duties also include disaster planning, formulating or updating operations guidelines, and supervising emergency procedures. The incumbent exercises a considerable degree of independent judgment in solving routine problems and in responding to or addressing emergency situations. The position reports to of the Director of Utilities Operations or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, assigns, supervises and reviews the work of technical personnel engaged in the operation of the well-fields, treatment processes, pumping stations and storage facilities; plans and supervises related office support work;
- Reviews and evaluates daily operation reports with emphasis on pressures throughout the service area, flow rates, tank levels and well-fields production;
- Reviews and evaluates the operational effectiveness of all injection and booster pumping facilities;
- Reviews and evaluates well-field pumpage and hydrologic data for compliance with the Water Use Permit conditions as issued by the Southwest Florida Water Management District;
- Organizes, review, and submit all reports related to water treatment, system pumpage, water quality, well production, and environmental mitigation to the various state, federal and local compliance agencies;
- Arranges for the assignment, reassignment and shift work of all personnel at plant; provides for relief as required;
- Prepares and monitors the operating budget for the division;
- Coordinates work and project schedules with engineering consultants contracted to perform studies;
- Performs other related job duties as assigned;

QUALIFICATIONS

Education and Experience:

Must possess a high school diploma or equivalent and possess a Florida Department of Environmental Protection (DEP) Water or Wastewater Plant Operator Class "B" or higher license as set forth in Florida Administrative Code Chapter 62-602, DEP describing Water or Domestic Wastewater Treatment Plant Operators and Water Distribution System Operators license requirements with course work in mathematics and chemistry and four (4) years of experience in supervision and technical operations of a water plant; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of the functions and servicing requirements of water plant machinery and the process involved in the treatment and pumping of water.
- Knowledge of the capabilities and limitations of electronic computers and instrumentation and the role they perform in water production, treatment and distribution.
- Knowledge of the chemical and physical processes involved in the treatment of water.
- Knowledge of the County Water System sources of supply and distribution.
- Ability to apply computer applications, and software.
- Ability to plan, organize, supervise, and inspect work of subordinate staff engaged in the operation of the County Water Plant.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Visual ability:** Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** Sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment with decisions that could lead to major community or organizational consequences if the appropriate decision is not made at the time.