



Henry County Water Authority

Human Resources Department

JOB NOTICE

Manager, Water and Sewer Operations Maintenance

Under direction of the Division Manager, plans, organizes, manages, directs, supervises, and participates in all maintenance activities and day to day operations of the Authority's vertical assets at Wastewater Treatment Plants (3), remote Collection System Pump Stations (33), odor control system stations (4), Water Treatment Plants (2), tank sites (8) and remote sites (4); including but not limited to mechanical, electrical, hydraulic, pneumatic, instrumentation and controls, buildings and structures, Computerized Maintenance Management System and SCADA telemetry systems.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Participates in objective setting, plan development and performance review of plant performance and operations.
- Initiates, implements, and manages the maintenance program based on best practices in the industry, with an emphasis on planning/scheduling and preventive/predictive maintenance.
- Identifies, optimizes, and recommends appropriate preventive, corrective, and predictive maintenance strategies based on life cycle costs and risk assessment analyses; coordinates feedback in the design or redesign of systems and plans related to maintenance; oversees research and coordination of the evaluation, selection, design, layout, and installation of a variety of mechanical and electrical equipment.
- Responsible for ensuring all utility equipment is in proper working condition and maintained according to the manufacturer's specification and or industry standards. Facilitates down time as related to equipment failure is minimal and all equipment is subject to an aggressive preventative, corrective maintenance program.
- Investigates all equipment failures for root cause analysis. Determines the type of repair required whether overhaul, reengineered specification, or upgrade replacement
- Locates, communicates directly, and negotiates terms with vendors for equipment purchases, and contractors for contract execution and warranty work
- Review all maintenance staff expenditures and purchases to support budgeting and work order documentation.
- Monitors the use and inventory of spare parts, maintenance supplies, and equipment and initiates reordering when necessary.
- Gives work directions, resolves problems, prepares schedules, and sets deadlines to ensure timely completion of work.
- Establishes and maintains a computerized maintenance management system (CMMS) for tracking work orders, spare parts, and maintenance history of plants, pump stations, tank & remote sites equipment.
- Prepares reports, analyzes data, and makes recommendations for improving plant equipment reliability and solving maintenance-related problems.
- Analyzes wastewater pump station reports to identify areas of increased inflow and infiltration, and to optimize pump station operations.
- Ensures that maintenance personnel are adequately trained, equipped, and motivated so that the maintenance program can be accomplished in a safe, timely, and cost- effective manner.
- Evaluates current policies, procedures, and practices for accomplishing department objectives.
- Communicates regularly with all maintenance personnel, both individually and as a group, to ensure communication concerning maintenance practices, issues, and solutions.
- Maintains and updates operating and training manuals for the maintenance department.
- Reviews technical papers, manuals, catalogs, blueprints, schematics, and other reference materials as needed.
- Monitors operation of plant and pump station equipment and systems.
- Reviews the operation of plant equipment and systems constantly, to minimize unplanned downtime, anticipate and solve problems in a timely manner, and to identify opportunities for improvement.
- Initiates and carries out projects that improve efficiency and/or reduce operating costs.
- Confers with contractors and the Authority's engineering firms to resolve problems in installation of new equipment and to assist in the start-up of new pump stations, treatment plants, or additions/expansions.
- Tracks, analyzes and improves key maintenance parameters such as asset utilization, maintenance cost, PM compliance, schedule compliance, etc.
- Ensures county, state, and federal regulations relating to the maintenance department are met at all times.

- Directs, maintains, and enforces the safety program for the maintenance department; reviews safety records to uphold standards of maximum safety for all maintenance personnel.
- Confers with management and other department heads to plan preventive maintenance programs and corrective maintenance in coordination with other operating activities.
- Communicates directly with the Water & Wastewater operations department to coordinate maintenance and repair work in process and non-process areas.
- Prepares and manages annual department budget.
- Prepares reports and records on department activities for management
- Responsible for developing, maintaining, implementing, and coordinating Emergency Action Plans within the department to ensure appropriate safety and security protocols are in place. Duties include identifying and developing procedures that target areas of risk, and performing drills or tabletop discussions that raise awareness and train employees on how to appropriately respond to threats, risks, and emergency situations.

Supervisory Responsibilities: Manages subordinate supervisors and directly supervises non-supervisory employees in the Water & Sewer Operations Maintenance Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience: Bachelor's degree from four-year college or university; five years related experience and/or training, as well as supervisory experience; or equivalent combination of education and experience.

Certifications/Licenses: Valid Georgia Driver's License; Class III Certification in Wastewater & Water Treatment & Operations preferred.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to stand; sit; use hands to handle or feel; talk or hear and taste or smell. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; risk of electrical shock; an explosive atmosphere and vibration. The noise level in the work environment is usually moderate.

**Applications for this position will not be accepted after
5:00 p.m. Friday, August 2, 2024.**

Henry County Water Authority is an Equal Opportunity Employer