

# City of Lake City, FL

## Classification Description

---

Classification Title: DIRECTOR OF WATER SYSTEM  
Department: WTP

Pay Grade: ~~18~~19  
FLSA Status: Exempt

---

### General Description

This position is responsible for administering the pumping and distribution of quality drinking water to the City of Lake City customers and other surrounding areas. This is supervisory work in the treatment and assuring the quality of potable water is meeting all regulations.

### Nature of Work

#### Essential Functions:

- Supervises employees and inspects treatment plant.
- Supervises the preparation of strategic and annually updated plans for the Department and reviews and exercises responsibility for the overall operations and finances of the Department. Develops the departmental budget.
- Assists in incorporating advances in technologies by updating or replacing existing elements in the present water system, while ensuring that critical systems during emergency responses continue to operate at acceptable capacities.
- Prepares operational and other written and verbal reports.
- Works actively on the City's capital improvement program.
- Prepares work schedules. Coordinates between maintenance and operations.
- Keeps inventory of chemical usages and dosages.
- Evaluates work performed by employees.
- Conducts comprehensive analysis of all treatment processes.
- Interprets laboratory data as needed.
- Inspects mechanical failures and schedules work orders.
- Insures safe operation conditions.
- Carries out City policies and procedures as defined in the employee handbook.

- Interviews, hires and oversees the training of new employees.
- Planning, assigning and directing daily operations.
- Appraising performance and disciplining employees as necessary; addressing complaints and resolves problems.

Employees will be responsible for other related job duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment:** Uses small office equipment, including copy machines or multi-line telephone systems. Uses computers for word processing and/or accounting purposes. Uses highly technical computer applications, such as CAD. Supervises employees using or repairing heavy or complex machinery. Creates and guides implementation of capital improvement plans or programs.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of the occupational hazards to worker's health and individual safety involves in the wastewater treatment plant;
- Knowledge of remote telemetry systems as they apply to plant operations;
- Ability to apply these rules and knowledge to assure precautionary measures are in place and adhered to;
- Ability to interpret laboratory data as it relates to various chemical processes and be capable of implementing changes in feed systems to optimize treatment;
- Ability to organize, establish priorities, to supervise technical employees and to assure high quality operations at all times;
- Ability to develop sound record keeping procedures and to prepare accurate records;
- Ability to understand complex directions and to follow moderately complex prints and sketches; and
- Ability to prepare written reports and to be able to present them orally and professionally.

**Minimum Qualifications:** Must be a high school graduate or possess a General Education Diploma (GED) and five (5) years experience, two (2) years of which should be supervisory experience in operation and maintenance of mechanical, electrical, chemical feed systems and process control of a modern, lime softened, well operated water treatment plant. Must have a valid Florida Driver's License. Must have a valid Florida Class "B" Driver's License. Must possess a State of Florida Class "A" Water Treatment Plant Certification.

## **ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Heavy (45 pounds and over) lifting and carrying
- Depth perception
- Walking
- Standing
- Bending

**Environmental Conditions:**

- Works out-of-doors in various weather conditions with: noise, dust, slippery surfaces, and uneven surfaces

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature