

WATER SUPPLY MANAGER

Job Code	Pay Grade
17264	SM5b

Nature of Work

This is 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.

Minimum Qualification Requirements

- 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 4 years of experience in supervision and technical operations of a water plant; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- 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.

Illustrative Tasks (These are examples and are 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 related work as assigned or required.

WATER SUPPLY MANAGER (continued)

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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.

For official use only

Revised	EEOC Code	Overtime Code
7/10	Officials & Managers	Exempt