

Kalamazoo Lake Sewer and Water Authority Board Job Description

Water and Wastewater Facilities Manager

Under direction of the Kalamazoo Lake Sewer and Water Authority (KLSWA) Board, plans, organizes, and supervises the programs and activities of the water and wastewater facilities. This position is appointed by and sits at the pleasure of the KLSWA Board.

Typical responsibilities and duties may include, but are not limited to the following:

Implements KLSWA Board goals, objectives, policies and priorities; plans, organizes and directs the overall operation and maintenance of the water and wastewater facilities, laboratory and related facilities to meet permit requirements, trains personnel in the proper operation and maintenance of facilities equipment; supervises the operations and performance of the laboratory; estimates and schedules work; recommends equipment purchases; develops and administers a plant maintenance program; keeps abreast of all laws and regulations relating to the facilities operation; ensures proper reporting of required information to all regulatory agencies; supervises the maintenance of records, prepares reports on facilities activities; maintains an adequate inventory of supplies and equipment; prepares an annual budget; oversees the Board's Industrial Pretreatment Program; and supervises, trains, and evaluates employees; related duties as assigned by KLSWA Board.

Qualifications: Knowledge of materials, methods, practices and equipment used in the operation and maintenance of water and wastewater facilities; principles and objectives of laboratory analysis; principles of supervision and management; State and Federal standards applicable to water and wastewater treatment and industrial pretreatment, and safe work practices.

Ability to plan, organize and supervise the operation of a water and wastewater treatment facilities, supervise laboratory analyses and interpret results; operate all water and wastewater treatment facilities equipment; supervise and assist in the repair and maintenance of various plant equipment; direct an effective preventive maintenance program; maintain accurate records and prepare clear concise reports; establish and maintain cooperative working relationships with superiors, employees, public and private agencies, and the general public; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned office equipment; and maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

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Education and Experience: High school diploma or equivalent. Five (5) years of increasingly responsible experience in wastewater treatment plant operations including at least two (2) years in a supervisory capacity. Have at least two (2) years experience with the operation and maintenance S2 and D2 drinking water systems.

Licenses and Certificates: Possession of a valid Michigan driver's license; possession of a valid Michigan Class C Wastewater Treatment Operator's Certificate issued by the Michigan Department of Environmental Quality (MDEQ); Possession of a valid Michigan Drinking Water Certificate S2 and D2 .

Working Conditions: Work in an office and water and wastewater treatment facilities environment; sustained posture in a standing, walking, or seated position for prolonged periods of time; travel to attend a variety of meetings.

Salary: Starting salary range \$55,000 to \$65,000 depending on experience.

Benefits: Include paid vacation, life insurance, health insurance, dental, and vision.

Application Requirements: Cover letter, resume, and copy of MDEQ Wastewater and Drinking water licenses must be received no later than 4:00 p.m. September 13, 2010. For further information call the KLSWA office at 269-857-2709.

Please submit requested material to:

Kalamazoo Lake Sewer and Water Authority

6449 Old Allegan Rd. P.O. 789

Saugatuck, MI. 49453

Att: John St.Andre