City of Chesapeake     Class Title: Water Production Manager

Position Code: 3475       FLSA Status: Exempt
Pay Code: 2               EEO Category: 2

GENERAL DESCRIPTION OF CLASS

This is a profession position responsible for all operational aspects of the Water Treatment Division’s facilities and personnel including water quality. The position reports directly to the Water Resources Management Administrator. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- This is a professional position responsible for all operational aspects of the Water Treatment Division’s facilities and personnel including water quality. The position reports directly to the Water Resources Management Administrator. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.
- Oversees two primary water treatment plants and related facilities, including the water quality laboratory ground and elevated water storage tanks, water pump stations, raw water pumping and storage facilities, an Aquifer Storage and Recovery facility and associated personnel.
- Insures proper maintenance and upkeep of all facilities.
- Oversees security and implements changes, as needed, to protect personnel and equipment from real or perceived threats.
- Insures compliance with all policies, procedures, regulations or similar guidelines during routine and emergency situations, including adverse weather conditions.
- Complies water quality and operational data for in-house analysis use and for distribution to outside agencies.
- Serves as liaison to other divisions, departments, contractors, engineering firms, consultants, businesses and agencies to plan and coordinate work within the Division in accordance with established procedures.
- Prepares annual Division budget; oversees, reviews, and approves expenditures; prepares financial forms and reports.
- Identifies upgrades, modifications or improvements to equipment and facilities, and plans such activities in accordance within normal budgetary procedure.
- Develops and implements policy and procedures for area of responsibility; ensures compliance with same by staff.
- Provides continuous feedback to staff at each treatment facility to emphasize the need for consistent operational philosophy throughout the Division.
- Gathers and maintains information to support periodic and special reports documenting activities for area of responsibility.
- Attends or conducts staff and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills.
- Performs other related duties as assigned.

GENERAL STANDARDS

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<tr>
<th>Data Involvement</th>
<th>Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.</th>
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<tbody>
<tr>
<td>Interpersonal/People Involvement</td>
<td>Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.</td>
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<tr>
<th>Reasoning Requirements</th>
<th>Performs work involving the application of logical principles and thinking to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact.</th>
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<tr>
<td>Mathematical Requirements</td>
<td>Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, concepts of analytic geometry, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, or finance and economics using financial and econometric models.</td>
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<tr>
<td>Language Requirements</td>
<td>Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes manuals and complex reports.</td>
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<td>Mental Requirements</td>
<td>Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering, or legal nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.</td>
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<tr>
<td>Decisions/Supervisory Control</td>
<td>Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.</td>
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### EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

#### Vocational/Educational Requirement
- Requires a bachelor's degree in civil, chemical or environmental engineering or a closely related science field (e.g. chemical, biology, etc.).

#### Experience
- In addition to satisfying the vocational/educational standard, this class requires a minimum of five years of full-time equivalent experience in management of advanced water treatment technologies.

#### Special Certifications and Licenses
- Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Commonwealth of Virginia Professional Engineer License preferred.

### AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*