

# **Production Manager (Type A Plant - SCLIWC) - PROMOTION Tompkins County**

**Department:** Southern Cayuga Lake Intermunicipal Water Commission through the Town of Ithaca

**Classification:** Competitive

**Approved:** 7/6/95 SCLIWC

**Revised:** 7/10/95; 10/22/96; 4/10/15

**By:** AF, Commissioner of Personnel

## **PROMOTION QUALIFICATIONS:**

Admission to this departmental promotion examination will be limited to current employees of the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC). Applicants must currently hold, and have continuously held, permanent and/or contingent permanent competitive class status in the title of Water Treatment Plant Operator for at least three years, currently possess IIA certification and have the ability to obtain IA certification within one year from the date of permanent appointment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENTS:**

Possession of a valid Grade IA Water Treatment Plant Operator Certification from the New York State Health Department at the time of appointment preferred. Ability to obtain certification within one year required.

Possession of an appropriate New York State driver's license, with a standing acceptable to the Commission's insurance carrier, is required at the time of appointment and for the duration of employment.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position responsible for leading and supervising the administrative and operating activities of the Production Department. The Production Manager (PM), under the general direction of the General Manager, exercises independent judgment while conducting typical work activities. The PM is responsible for the complete, efficient and rationally safe operation and maintenance of a Type 1-A Water Treatment Plant containing conventional facilities for chemical treatment, filtration and disinfection of a surface water source (Cayuga Lake). The PM is also responsible for the supervision of an approved environmental laboratory as defined in Section 55-2.1 of Part 55 of Chapter II of the Administration Rules & Regulations of the New York State Department of Health.

## **TYPICAL WORK ACTIVITIES:**

- Acts as team leader, facilitator, coach and/or team member in total quality management processes;
- May be a member of the "Quality Steering Council";
- Responsible for the results of programs to operate and maintain the plant, laboratory, pump station and SCADA systems;
- Trains, directs, reviews, leads, and supervises all personnel and activities of the Production Department;
- Provides for and/or conducts training and instruction of team and individual department personnel;
- Evaluates the performance of team and individual personnel including completion of written performance appraisals;
- Maintains department records including operation and maintenance, cost statements and department activities (e.g., SCADA summaries, lab test results and flow records), prepares and submits monthly reports to the General Manager;
- Recommends priority of construction projects and methods of construction;
- Estimates need of new or replacement facilities, equipment or materials;
- Compiles cost figures and prepares, assembles and administers annual budgets for the Production Department and its teams;
- Operates computers for administrative and operation purposes;
- Recommends team and department organizational changes and implements procedure improvements as developed or discovered;
- Heeds and directs the monitoring of pump, valve and SCADA equipment used to ensure adequate distribution of potable water throughout five municipalities;
- Responsible to conduct and direct daily testing of treated and untreated water to meet federal and state requirements and standards;
- Responsible to assure the integrity of the plant's laboratory test results and retaining laboratory certifications

- Recommends formal actions to the General Manager on team and individual personnel issues;
- Provides comments following review plans and specifications of planned system replacements and improvements;
- Assures the achievement of department and applicable organizational goals and objectives;
- Follows and enforces safety rules and general work habit regulations;
- Performs other duties as required.

**REQUIRED KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the latest practices used and equipment required in the operation and maintenance of a Type 1-A water treatment plant containing facilities for chemical treatment, filtration and disinfection, including system solid and liquid waste handling;
- Applicable knowledge of the operation of a conventional water treatment plant built in 1976;
- Thorough knowledge of the principles and practices of leadership, supervision and total quality management;
- Applicable knowledge of the principles and applications of physics, chemistry and biology as they relate to water quality analysis and purification methods and procedures;
- Ability to lead and supervise the operation of pumps, valves and related mechanical, electrical, instrumentation and control equipment;
- Ability to understand, assure compliance and administer federal, state and local codes and standards;
- Ability to interpret and evaluate the adequacy of engineering reports, maps, details and plans related to water treatment operations;
- Ability to develop and coordinate laboratory and field tests for control of plant operations;
- Applicable mechanical and electrical aptitude;
- Ability to communicate effectively by being clear and concise, both orally and in writing;
- Ability to establish and maintain effective relationships with other agencies/ entities, customers and the general public;
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- Ability to apply good judgment and be accurate with all work products;
- Willingness to keep up-to-date as a Production Manager and continuously improve performance;
- Committed to a “team approach” to problem-solving and the principles of “total quality management”;
- Physical condition commensurate with the demands of the position.

Originally created 6/95

Title Change Only on 4/10/2000

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