

## HILL COUNTY WATER DISTRICT FULL TIME MANAGER POSITION

**SUMMARY OF WORK:** This position oversees the system, operates and maintains all equipment, facilities, performs water treatment testing and maintains a working relationship with board members, employees and the public.

**JOB CHARACTERISTICS:** Nature of Work: This position requires ability to perform all duties associated with the operation of equipment in its facilities. Position requires work in extreme temperatures and/or wet conditions; work extended hours and must be available for call-outs due to emergencies or unexpected conditions. Must exercise safety precautions in dealing with hazardous conditions or materials.

**Personal Contacts:** Frequent contact with the public; daily contact with other employees.

Position requires ability to: communicate orally and in writing and read and understand DEQ regulations. Must be physically able to: operate and maintain equipment, visually inspect facilities, lift heavy objects weighing up to 75 pounds, work in confined areas, walk and crawl on uneven ground, use hand and power tools, and climb stairs and ladders.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:** Perform required sampling and testing; maintains inventory of chemical supplies. Records and reports data. Operates and maintains pumps, motors, chemical feeders and pumps, booster pump stations and clear wells, Maintains State Water Quality Bureau monthly reports. Maintains buildings and grounds at facilities. Performs other related duties as required.

**JOB REQUIREMENTS:** Knowledge: This position requires a knowledge of practices and procedures of freshwater treatment; applicable state and federal rules and regulations; operation and maintenance of water equipment; mathematics, hydraulics, electricity.

**Skills:** This position requires skills in mechanics, welding, plumbing, record keeping, and training.

**Abilities:** This position requires the ability to: work in extreme temperatures; follow and explain safety procedures; troubleshoot issues; work extended hours and be on-call and available for emergencies; climb, crawl, walk on uneven ground, manipulate heavy objects and hand tools; inspect; communicate effectively orally and in writing; maintain accurate records; establish effective working relationships with fellow employees, board members, and the public.

**EDUCATION AND EXPERIENCE:** The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to: A High School Diploma or GED equivalent. At least one year of operator training experience preferred. Must possess a Montana State Class 2A, 3B Certified Operator license. (required within a year) Must possess a valid state of Montana driver's license.

**JOB PERFORMANCE STANDARDS:** Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following: Competently performs duties as an operator. Keeps current on practices in water treatment. Knows and applies all applicable laws and regulations. Ensures proper sampling and testing. Maintains accurate and timely records. Prepares and submits accurate and timely reports. Deals tactfully and courteously with the public. Establishes and maintains effective working relationships with fellow employees, board members and the public.

**BENEFITS:** Vacation/Holiday/Sick Pay; Medical/Dental/Vision Plan; Retirement Plan.

**WAGES:** Salaried position. \$41,600 per year DOE.