

Assistant Production Manager (Type A Plant - SCLIWC) Tompkins County

Department: Town of Ithaca for SCLIWC
Classification: Competitive
Approved: TB 11/18/13
Revised: 12/14; 08/15
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

- a) Graduation from a four-year regionally accredited or New York State registered college or university with a Bachelor's Degree in biology, chemistry, environmental science, engineering, natural resources, business administration or related field AND one year of experience working in a water treatment plant operations; OR
- b) Graduation from a two-year regionally accredited or New York State registered college or university with an Associate's Degree in biology, chemistry, environmental science engineering, natural resources, construction management or related field AND five years of experience in water treatment plant operations; OR
- c) Graduation from high school or possession of a New York State high school equivalency diploma AND ten years of experience in water treatment plant operations; OR
- d) Any combination of education, training and experience equal to or greater than that described in (a), (b) or (c) above.

SPECIAL REQUIREMENTS:

1. NYS Water Treatment Plant Operator IA certification is required within three years of appointment. Possession of a valid Grade IIA Water Treatment Plant Operator Certification from the New York State Health Department at the time of appointment preferred or within one year of appointment. Must maintain a valid IA certification for the duration of employment.
2. Possession of a valid appropriate driver's license, with a standing acceptable to the Commission's insurance carrier, at the time of appointment. Such license must be maintained for the duration of employment.

A performance test may be required after a medical examination but prior to appointment.

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

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for assisting the Production Manager (PM) with leading and supervising the administrative and operational activities of the Production Department for the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC). This responsibility includes the complete, efficient and safe operation and maintenance of a Type I-A Water Treatment Plant containing conventional facilities for chemical treatment, filtration and disinfection of a surface water source (Cayuga Lake). The APM is also responsible for assisting with 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. The incumbent will work under the general direction of the Production Manager or the General Manager in the absence of the Production Manager, with moderate latitude allowed for the exercise of independent judgment in implementing the work assignments of the Production Department. Assistant Production Manager will assist in the supervision over the work of all subordinate personnel in the department. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists the Production Manager with directing, planning and coordinating the operations of the Production Department;

Assists in supervising the work of subordinate personnel, planning, assigning and reviewing work, making staffing recommendations and personnel issue recommendations;

Performs all duties and responsibilities of a Water Treatment Plant Operator, including serving as a fill in for absences, therefore may work any shift necessary;

Assists in maintaining department records including operation and maintenance, cost statements and department activities (e.g., SCADA summaries, lab test results and production records);

Assists in preparation of monthly reports;

Assists staff when trouble shooting issues, maintaining work flow and completing tasks;

Recommends to PM department organizational changes and implements approved procedure improvements;

Monitors pump, valve and SCADA equipment used to ensure adequate distribution of potable water throughout the Bolton Point municipal water system;

Assists in writing and maintaining Standard Operating Procedures for the department;

Leads the training of all new operators, assists with in-house training sessions and maintains a Production Department Operating Manual;

Assist with day to day lab quality management to assure water quality, the integrity of the plant's laboratory test results and retain laboratory certifications;

Provides comments to PM following a review of plans and specifications of planned system replacements and improvements;

Provides recommendations on need of new or replacement facilities, equipment or materials;

Provides recommendation on and assists with prioritizing of capital and construction projects and recommends methods of construction;

Follows and enforces safety rules, general work habit regulations and workplace expectations;

Keeps aware of safety procedures and/or potential safety hazards and relays them to the department members;

Operates computers for administrative and operation purposes;

Assist in the achievement of department and applicable organizational goals and objectives;

Performs all activities appropriate to the successful operation of a Type 1-A water treatment system;

Performs other related duties as 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;

Thorough knowledge of the operation of a conventional water treatment plant;

Thorough 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 accurately create legible records;

Must be customer service oriented with an ability to maintain interpersonal relationships;

Ability to apply good judgment and be accurate with all work products;

Willingness to keep up-to-date as an Assistant Production Manager and continuously improve performance.

The employee's physical condition shall be commensurate with the demands of the position, including the physical ability to lift and routinely handle weights up to 50 Pounds.

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