

PIONEER RURAL WATER DISTRICT

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Board of Directors

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May 7, 2018

Job ID:

Job Title: Water Plant Manager/Lead Operator

Organization: Pioneer Rural Water District

Location: Fair Play, South Carolina

Job Type: Permanent

About the District

Pioneer Rural Water District (PRWD) was established in 1965 and serves approximately 7,000 customers in southern Oconee County and northwestern Anderson County. The 130 square mile service area currently consists of two booster pump stations, two elevated storage tanks, one standpipe, and the transmission and distribution system. PRWD is currently constructing a new state of the art 2.5 MGD water treatment plant in Fair Play, South Carolina and is seeking full-time staff to focus on producing and maintaining a safe and reliable water supply for their community.

The Position

Pioneer Rural Water District is seeking an experienced and dedicated **Water Plant Manager/Lead Operator (Water Plant Manager)** to manage their Lake Hartwell Water Treatment Plant (LHWTP), a Class VI, 2.5 MGD membrane filtration treatment facility located in Fair Play, South Carolina. Under direct supervision of the General Manager, the **Water Plant Manager** will plan, organize, manage, and coordinate the staff, operation, maintenance, and management of the LHWTP and the associated water distribution system. The **Water Plant Manager** is also responsible for the facility's compliance with all state and federal water quality and regulatory requirements. This is a responsible and technical position; an employee in this class exercises considerable independent judgement on a daily basis and must be tactful and diplomatic when dealing with the public and/or regulatory agencies.

Primary responsibilities include, but are not limited to:

1. Supervising and directing operations and maintenance staff in the production and delivery of safe and reliable drinking water to the District's customers. This position is ultimately responsible for the collective operation of the LHWTP and distribution system, which includes
 - a. Raw water supply, intake, and transmission mains
 - b. Pretreatment, chemical feed systems, and membrane filtration systems
 - c. Finished water pumping and storage systems
 - d. Finished water distribution throughout the service area



2. Operating a Class VI membrane filtration plant, which includes:
 - a. Operating systems which control the raw water intake and pumping system, chemical feed systems, pretreatment system, membrane filters, finished water storage and pumping system, and distribution system.
 - b. Inspecting plant equipment to evaluate efficiency and initiating changes to meet process control requirements.
 - c. Interpreting data and evaluating instrument readings and laboratory analyses to ensure optimal operation of the water treatment processes at the plant.
 - d. Conducting laboratory analyses of process water for treatment process control and calibrating laboratory equipment.
 - e. Collecting representative water samples for laboratory analyses and regulatory compliance.
 - f. Following standard operating procedures, keeping detailed records, and producing reports for regulatory compliance.
 - g. Troubleshooting and performing minor repairs to plant and laboratory equipment; performing building and grounds maintenance as needed.
3. Directing the work of operations and maintenance staff, ensuring that the work is completed in a timely and acceptable manner and in accordance with applicable laws and regulations.
4. Coordinating completion of the following duties: collection of samples, completing analyses, adjusting plant flows, monitoring plant conditions, adjusting chemical dosages, monitoring water quality and tank levels, performing routing lab analysis, calibrating and maintaining equipment, maintaining chemical feed systems; preparing reports and records; conducting inventories and preventative maintenance.
5. Responsible for directing, assisting and evaluating job performance documents and establishing safety procedures and protocols for operators.
6. Maintaining adequate quantities of treatment chemicals, repair parts, and various supplies.
7. Maintaining compliance with state and federal regulations and meeting all regulatory reporting requirements; knowledge of applicable state and federal laws and regulations and the ability to communicate the regulatory intent to others.
8. Maintaining, checking and reviewing plant records, logs, charts, surveys, and other measuring and testing devices to confirm that plant equipment is functioning properly; troubleshooting equipment when necessary.
9. Knowledge of, and familiarity with, treatment plant laboratory chemicals and equipment to include routine calibrations and preventative maintenance.
10. Maintaining operations during planned and emergency repairs; responding to emergency situations as needed.
11. Initiating, investigating, and implementing operational improvements in the plant.
12. Ability to use computers including SCADA systems for plant operation.

Required Knowledge, Skills and Abilities

1. Thorough knowledge of the physical and chemical processes involved in water treatment, the operational and mechanical functions of water treatment plant machinery and equipment; and of its service and maintenance requirements; some knowledge of engineering as applied to large-scale water treatment operations.



2. Ability to plan, supervise, schedule, and direct the work of subordinate employees including water plant operators, maintenance personnel, and construction personnel.
3. Ability to make decisions based on established precedents and practices, and to use resourcefulness and tact in meeting and solving new problems.
4. Ability to develop and maintain an effective working relationship with municipal and regulatory officials, employees, and the general public.
5. Problem-solving ability to diagnose and alleviate plant operating, maintenance, and distribution problems, sometimes under stressful and trying conditions.
6. Good physical condition; ability to bend, kneel, stoop, climb ladders, and lift supplies and equipment.
7. Proficiency with computers, especially plant SCADA software systems and Microsoft Office Suite.

Typical Physical/Mental/Environmental Demands

This position requires extended periods of standing, sometimes in extreme heat and cold during all hours of the day. This position also includes the following demands:

1. Regular use of hands, including finger dexterity, to handle, feel and operate objects tools or controls. Employee will also have to reach with hands and arms.
2. Frequent climbing, balancing, stooping, kneeling; the ability to adjust vision (close, distance, color, peripheral, and depth perception). Ability to hear and differentiate sounds.
3. Periodic lifting of 50-pound chemical bags; occasional lifting of greater than 50-pounds.
4. On a daily basis, the employee will be required to read, write, compile, and analyze technical reports.
5. On an occasional basis, confined space entry may be required in areas such as vaults and tanks. The employee will be trained and certified before being permitted to perform any confined space entry.
6. This position may be subject to noise and chemical dust, and will be working with chemicals, some hazardous, in liquid, solid, and/or vapor form.
7. Daily work consists of duties that involve various steps, methods, and processes. While assignments and tasks are usually standard, responses and actions based on the results of the processes will be varied, requiring good judgement and knowledge of the treatment systems at the plant.

Minimum Qualifications

Any combination of experience and education that would provide the required knowledge, skills, and abilities is qualifying. At minimum, candidates must possess an Associate's degree, preferably with course work in Chemistry or related subjects. Mechanical aptitude and/or experience servicing pumps and other mechanical equipment is also desired. Supervisory experience is preferred. Candidates must possess and/or maintain the following:

1. Education: Associate's degree. A Bachelor's in Science or Engineering is preferred.
2. Valid driver's license and acceptable driving record.
3. Valid South Carolina Water Plant "A" Operator License, including at least five or more years of experience operating a Class V or higher Water Treatment Plant, with at least three of those years being a supervisory role or the ability to obtain a South Carolina license within 30 days.



4. Must obtain and maintain Red Cross First Aid and CPR certification.
5. Must be willing to work any shift, including on-call duties as required.

Compensation and Benefits

This is a full-time, non-exempt position; salary is dependent upon qualifications. PRWD offers an excellent benefits package including healthcare, dental, vision, and retirement.

