

Job Title: Asst Director of Water Resources
Employment Type: Full Time
Location: Travelers Rest, SC, US
Apply URL: <https://greenvillewater.applicantpro.com/jobs/1341936.html>
Job Description:

Assistant Director of Water Resources
Department: Water Resources
Reports To: Director of Water Resources
FLSA Status: Exempt

JOB SUMMARY

The purpose of this classification is to assist the Director of Water Resources in the daily operations of Greenville Water's Water Resources Division, with emphasis on the water production facilities and source waters. Directly responsible for ensuring the long-term sustainability of Greenville Water's source waters. Also be responsible for the optimization of the water treatment process and continued compliance with all drinking water regulations.

ESSENTIAL JOB FUNCTIONS:

Assists the Director of Water Resources and works with the Plant Superintendents to manage, plan and direct the daily operations of Greenville Water's Water Resources Division with primary emphasis on the water treatment plant processes and efficient and optimized operations.

Assists the Director of Water Resources and works with the Watershed Manager to develop an implementable plan to ensure the continued health of the watersheds.

Updates and maintains GW's Drought Response Plan.

Ensures the long-term sustainability of GW's surface water permits.

Researches, analyzes, and selects applicable tools to further source water protection, and water treatment optimization, involving the monitoring current issues, industry technology and trends as well as changing regulations governing the water resources industry. Makes recommendations for operational changes to ensure continued Water System compliance, effectiveness and efficiency.

Advocates for wetland/stream compensatory mitigation upstream from impacts and drinking water sources.

Finalizes the Watershed Based Plan (WBP) for Lake Keowee and implements prioritized programs

Participates in the operation and maintenance of various plant components, including the SCADA system and instrumentation, sludge handling system and related equipment.

Responsibilities include operations of a pilot plant; recommends treatment changes based on pilot plant data and/or trending of a variety of physical and chemical characteristics; analyzes problems and/or potential problems of plant operations in order to initiate proper corrections; participates in various tests and in pilot studies with the goal of producing higher quality water in a more efficient and economically feasible manner.

Responsible for managing the Water Supply Model and coordinating prescribed reservoir levels based on the model and climatological data.

Helps to ensure a reliable and safe water supply for customers.

Assists and makes recommendations for adequate employee training.

Offers opinions and recommends revisions to existing departmental policies and procedures.

Assists in the development of the division budget and develops future budget projections for the Division.

Recommends purchases of necessary supplies, materials and equipment.

Develops and coordinates treatment plant operations plan for maximum operational efficiency and optimization.

Assists in developing and managing Capital Improvement Projects related to Water Resources involving operations and watershed management.

Assists in the coordination of Division activities and projects with other Water System Divisions, City/County agencies, personnel, consultants, etc., as required.

Participates in the maintenance of positive customer relations. Provides presentations for the community and school groups as requested.

Reviews and makes recommendations regarding inquires, concerns and complaints from City and County officials, special interest groups, customers, etc. Participates in the investigation of customer complaints and concerns.

Reviews, prepares and/or submits various records and reports to the Director of Water Resources including, billing invoices, equipment lists, research reports, attendance records, construction specifications, operating reports, memos, correspondence, etc.

Operates a vehicle and standard office equipment including a computer, calculator, copier, two-way radio and telephone; utilizes various laboratory instruments, equipment and hand tools.

Interacts and communicates with various groups and individuals such as the Chief Executive Officer, Chief

Operations Officer, other department directors and employees, subordinates, customers, consultants, engineers, scientists, researchers, City/County personnel, other government agencies, regulatory agencies, suppliers, sales representatives and the general public.

Develops, coordinates, conducts and completes research projects related to water treatment. Assists with coordination of other research through the Water Research Foundation.

Represents GW at local, state, regional and national meetings of interest. Participates in professional organizations and makes technical presentations at conferences.

Performs general administrative work as required, including but not limited to attending and conducting meetings, preparing reports and correspondence, making presentations, entering computer data, copying and filing documents, etc.

Assists in developing training materials about new procedures; and provides employee training.

Proficient in Microsoft Outlook, Excel, Word, PowerPoint as well as some experience with Visio.

Experience with SharePoint, required.

Basic project management skills.

Experience introducing new techniques. (i.e. change agent) strongly desired.

Excellent analytical skills and interpersonal skills.

Excellent written and verbal communication skills.

Ability to prioritize and organize multiple assignments/tasks.

Excellent facilitation skills.

Strong problem-solving mindset.

Ability to make independent decisions.

Strong business acumen.

Ability to adapt to constantly changing environment.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree in Sciences, Sustainability, Watershed Management or Engineering. Must have 4+ years of professional work experience. Must possess a South Carolina Water Treatment

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