



WESTERN VIRGINIA WATER AUTHORITY

JOB POSITION: DIRECTOR OF PLANT ASSETS

Division: Water Quality
Status: Exempt
Grade: 114
Job Code: 123
Reports to: Chief Operating Officer – Water Quality
Date: 08-15-22
Revised Date: 00-00-00
Last Reviewed Date: 00-00-00

SUMMARY OF JOB

Plans, directs, coordinates and oversees all activities, services and operations of the Water and Wastewater plant operations. Responsibilities entail accountability based on measurable cost-effective results for the substance, efficiency, productivity and quality of activities performed by the division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following. Other duties may be assigned or scheduled.

- Performs measurable cost-effective results for the substance, efficiency, productivity and quality of activities performed by the division.
- Manages and administers the technical work of the Water Quality Asset Management and Capital Group by reviewing all assigned projects; reviewing design and cost estimates; managing key mechanical replacement projects; maintaining and managing a critical equipment inventory with prioritization ratings.
- Manage the Authority Dams using sound engineering principles and applying/ complying with the Virginia Dam Safety Act (§ 10.1-604 et seq.) and Impounding Structure Regulations (4 VAC 50-20).
- Maintain effective communications with maintenance staff, Pumps and Storage operations, SCADA and other departments.
- Takes active role or assures subordinate managers take active role in developing employees by establishing individual employee goals and objectives. Assures appropriate resources are available to obtain established goals and objectives.
- Define appropriate productivity standards for subordinate employees and measure staff performance accordingly.
- Develop and implement organizational plans to maintain adequate levels of cross-functional Asset Management, Pumps and Storage and maintenance staff.
- Manages outside consultants by writing RFP's; obtaining and analyzing bids; selecting technical consultants using Authority purchasing procedures;

monitoring work processes; and maintaining records to document compliance with regulations.

- Develops asset management plans and facility capital plans, long-term designs, and project designs, and oversees project management. Support informed decision making by assessing asset risk and useful life, developing replacement programs, project planning, and financial forecasting.
- Visits job sites and reviews field work of both contractors and division employees to monitor the progress of construction, review status of work completed during the period covered, review that work is generally proceeding in a good and workmanlike manner and in general accordance with the approved drawings and specifications or Division requirements.
- Performs special duties assigned by the Chief Operating Officer such as writing special RFP's; planning and implementing special projects; and reporting progress.
- Interprets, implements, and ensures compliance with regulations related to the construction and maintenance of water and wastewater systems.
- Develop and oversight of annual operating budgets for Water Quality Capital Projects, Water Pumps and Storage, Facility Maintenance, and SCADA.
- Develop maintenance data standards and monitor key performance indicators to manage risk and sustain asset performance. Track short and long-term asset performance trends, monitor performance against targets, and recommend and/or implement appropriate changes to ensure asset reliability and longevity. Provide management oversight to align predictive and preventative maintenance strategies with Asset Management targets/goals with an emphasis on extending asset life.
- Review equipment maintenance histories and costs to refine repair, rebuild, overhaul and replacement needs; recommend the rehabilitation and/or replacement of equipment in accordance with the findings; prepare equipment design and service specifications.
- Assist with prioritization of preventative, predictive, and corrective maintenance activities; confer with maintenance and operations staff to coordinate repairs and maintenance work; ensure that work is performed in adherence to established objectives.
- Update and promote Water Quality Asset Management Program framework and strategic goals.
- Keeps abreast of technological advancements to assist in the development and implementation of the Asset Management programs and strategies.
- Subject to twenty-four (24) hour call.

SUPERVISORY RESPONSIBILITIES

Manages employees in the Water/Wastewater plant division in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to direct personnel, develop programs and forecast budgetary requirements.
- Ability to schedule and supervise the activities of employees.
- Ability to develop short and long-range plans for the division as well as those areas of the division that affect the entire organization.
- Ability to think and plan strategically.
- Ability to think logically and analyze data.
- Ability to effectively present information to management, public groups, employees, and/or boards of directors.
- Ability to respond to inquiries or complaints from employees, customers, regulatory agencies or members of the business community orally or in writing.
- Ability to establish and maintain effective working relationships with co-workers, employees, other Water Authority departments and the general public.
- Ability to represent division/Authority in meetings with general public, public and private agencies, contractors and other governmental agencies.
- Ability to work with minimal supervision and negotiate and resolve conflict.
- Ability to analyze and solve complex technical and administrative problems.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to read, analyze and interpret common scientific and/or technical journals, financial reports and legal documents.
- Ability to write reports, correspondences and procedure manuals in a clear concise manner.
- Ability to communicate technical concepts to technical and non-technical audiences.
- Must possess and maintain a good work ethic concerning attendance, punctuality, positive attitude, meeting deadlines, being a team player and encouraging teamwork among employees.
- Comprehensive knowledge of modern civil and environmental engineering principles, methods and practices involved in designing, operating, and maintaining water production, storage and delivery systems.
- Thorough knowledge of project management.

- Thorough knowledge of rules, regulations, laws and ordinances pertaining to operations of the Authority and State and Federal requirements.
- Thorough knowledge of the principles and practices involving the treatment of surface water for a potable water supply.
- Ability to develop plans and organize projects.
- Ability to keep records and to prepare technical reports.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited college or university in civil or environmental engineering or related field plus five (5) or more years related experience and/or training in the design and/or operation of water production/wastewater treatment and delivery facilities, including administrative management and knowledge of computer applications in engineering and record-keeping systems or equivalent combination of education and experience.

CERTIFICATE, LICENSE, REGISTRATION REQUIREMENTS

- Must possess a valid Virginia driver's license or have the ability to obtain one within 60 days of employment date. No more than six (6) demerit points on driving record if required to drive Water Authority vehicles.
- Current licensure as a professional engineer in the Commonwealth of Virginia, or proven ability to obtain by reciprocity within 90 days of employment date, required.

PHYSICAL DEMANDS OF THE JOB

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to walk, stand, and sit; use hands to finger, handle or feel; reach with hands and arms; talk and hear.
- While performing the duties of this job, the employee is occasionally required to stoop, kneel, crouch, bend, climb, balance, crawl or reach overhead.
- Specific vision abilities required by this job include ability to adjust focus. If corrective lenses are noted on driver's license, the lenses must be worn when operating Authority vehicles.
- Repetitive movement using keyboard and/or office equipment is involved.
- Employee must be able to sit for an extended amount of time at a desk or workstation.
- Employee must regularly lift, carry and/or move up to 25 pounds and occasionally 50 pounds. Assistance is required on weight amounts above those listed. Failure to do so could result in injury and denied Worker's Compensation benefits.

WORK ENVIRONMENT ENCOUNTERED IN THIS JOB

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually low.
- Employee is subject to normal work conditions as required in an office setting.
- Employee may occasionally be subject to exposure to moderate or high noise level, extreme outside weather conditions, uneven, steep, slippery terrain conditions, dusty conditions and wet and/or humid conditions.

GENERAL STATEMENT AND SELECTION GUIDELINES

The above statements describe the general nature and level of work assigned to in this job position. They should not be construed as an exhaustive list of all job duties or tasks performed by personnel so classified.

The following will identify the selection guidelines for job placement:

- WVWA application
- Rating of education, experience, training and qualifications
- Reference checks
- Interview with WVWA management team
- Applicant must pass a pre-employment physical and drug/alcohol test
- A criminal background check and social security number verification will be performed. The results must match information provided by the applicant on the WVWA application
- Job related test might be required and would be administered to all applicants applying for the position