

Kickapoo Tribe in Kansas Position Description

Position Title: Water Treatment Plant Manager

Reports to: Executive Director

Status: Full-time w/benefits (Salaried)

Position Summary:

The Water Treatment Plant Manager is responsible for the day-to-day operations and maintenance of the Kickapoo Water Treatment Plant. Incumbent supervises the treatment of water including laboratory analysis, process control, reporting, administering personnel, budgeting, and cost control. The WTP Manager is responsible for hiring, training, scheduling, disciplinary action and performance evaluations of the WTP personnel.

Essential Duties and Responsibilities:

(The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position).

Plans, organizes, controls, integrates and evaluates the work of the maintenance and operations staff assigned to a water treatment plant; with staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

Regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Kickapoo Employee Policy Manual.

Responsible for assuring a safe, adequate and potable water supply for the consumption of the Kickapoo community and enterprises; conducts routine checks on water plant equipment and operates equipment necessary for water production; routinely performs water testing such as hardness, PH, chlorine, iron, and others as may be required, maintains related records and charts; takes and sends water quality samples for testing as required by EPA regulatory standards and requirements.

Responds to emergency calls regarding system failures as needed; investigates the use of new materials and new methods of operations; prepares plant's annual operating and capital

improvement budget request; monitors expenditures against goals and objectives; participates in the analysis of trends such as population, industrial growth and the development of strategies to meet and serve expanding reservations needs.

Desired Minimum Qualifications:

Knowledge of: Methods, practices, techniques and equipment used in operating and maintaining a large state-of-the-art water treatment facility; federal, state and local laws pertaining to the operation of water treatment facilities; administrative principles and methods including goal setting, program development and implementation; safe work practices and practices of budget preparation and administration; safety regulations, safe work practices and safety equipment related to the work; computer application related to the work, including modern, state-of-the-art supervisory control and data acquisition systems; codes, regulations and guidelines pertaining to the work, office and records management practices and procedures, principles and practices of sound business communications; principles and practices of effective supervision.

Ability: Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas; manage and motivate and evaluate staff and providing training opportunities for staff development; exercise independent judgement and initiative within general guidelines; establish and maintain effective working relationships with those encountered in the course of work; use tact, discretion and diplomacy in dealing with sensitive situations and concerned customers and Tribal Council members.

Training and Experience: A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and four years administrative or supervisory experience, preferably in a water treatment facility or program; or an equivalent combination of training and experience.

Valid driver's license in state of residency and maintain insurability throughout employment; preferably supplemented by trade, technical or college level courses in operation of complex pumping and piping systems; Kansas certificate level II, journeyman to achieve level III in one year approved by EPA standards any other equivalent combination of formal training and experience that will give the required abilities and experience; pass an entry and yearly physical examination for fitness; must maintain a telephone at residence and be available for emergency call-in while employed.

Physical and Mental Demands:

Physical Demands: While performing the duties of the position, the manager is regularly required to use hands to find, grasp, feel or operate objects, tools or controls and reach with hands and arms.