JOB TITLE: Water Department Manager
EMPLOYMENT STATUS: Full-Time Position
STATUS: Exempt
SALARY RANGE: $55,000-$75,000 *anything outside this range can be negotiated with Council

JOB SUMMARY:

The Water Department Manager is responsible for ensuring that the Town of Awendaw's Water System complies with all applicable state and federal regulations. The Water Department Manager directs all positions related to the water department and oversees its operations. This position reports to the Town Administrator.

RESPONSIBILITIES:

1. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
2. Coordinates, assigns, and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
3. Plans and manages the installation, maintenance, and repair of the water system, ensuring compliance with applicable federal, state, and local laws and regulations. Offers technical guidance and support related to water utilities.
4. Assists in the development of the proposed capital improvement plan (CIP) for the Water System. Manage town utility projects, including coordination and oversight of project engineers and contractors; this includes technical review of the designs and bidding of the projects.
5. As Water Department Manager, you are responsible for the day- to- day, Safey of your personnel and facilities to make sure each complies with the established safety procedures for the operation and maintenance of the water system treatment and distribution.
6. Evaluates the town's water system operational needs and formulates plans to meet those needs in accordance with applicable laws and regulations; compliance with the Safe Drinking Water Act regulations, including those about backflow prevention, lead and copper levels, volatile organic contaminants, disinfection by-products, and unregulated contaminant testing, which requires the ability to drive a vehicle to various areas within the town.
7. Provides technical guidance and support to various departments about system operations and availability to serve Developments and/or new businesses wanting to build in the town's service area.
8. Prepares and monitors the department budget and coordinates procurement based on town policies; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Develops and/or reviews bid documents and requests for proposals/qualifications.
9. Manages the water billing functions; assists the Administrative Assistant with customer requests and complaints; helps resolve billing disputes.
10. Evaluates and recommends rate studies, based on system operational and capital needs, with help from the South Carolina Rural Water Association (SCRWA) for grant monies to help pay for the proposed projects.
11. Represents the utility in Emergency Management planning. Coordinates, plans, and participates in pre- and post-disaster mitigation efforts related to water system infrastructure.
12. Performs related work as assigned by the Town administrator.

QUALIFICATIONS:

This Water facility requires a Group I classification, which is a Grade D water license operator. The distribution system has a Group III classification, which requires a Grade "C water distribution license.

- Must obtain or have the ability to possess the necessary licenses to be considered a Water Plant Operator and a Water Distribution System Operator in the State of South Carolina within 12 months. The Town will coordinate with the South Carolina Rural Water Association to ensure compliance.
- Must possess and maintain a valid South Carolina driver's license.
- Preference may be given to applicants holding a Water Distribution License and /or years of experience in the field.

BENEFITS:

The Town of Awendaw offers a competitive benefits package for eligible, full-time employees through the South Carolina Public Benefit Authority (PEBA), including:

- Medical Insurance
- Prescription Drug Coverage
- Dental Insurance
- Optional Vision Insurance
- Optional Short- and Long-Term Disability Insurance
- Optional Life Insurance
- Annual and Sick/Personal Leave
- Participation in the South Carolina Retirement System
- Optional 401(k) & 457 Plans
- Optional Flexible Spending Accounts

EQUAL OPPORTUNITY EMPLOYER STATEMENT:

The Town provides equal opportunity to all applicants for employment and administers hiring, conditions and privileges of employment, compensation, training, promotions, transfer and discipline without discrimination because of race, color, religion, gender, disability, age or national origin.