



# Water Quality & Treatment Manager

Salary Range: \$5,012 - \$7,518/mo  
Deadline for Applications: March 9, 2018  
Plus Benefit Package

## The Town

The Town of Payson, nestled among the majestic mountains of the Mogollon Rim, a 7,000 foot, 200 mile long escarpment, is located at the intersection of State Routes 87 and 260, 90 miles north of the Phoenix metro area and 90 miles south of the City of Flagstaff. Payson, surrounded by the Tonto National Forest and the world's largest stand of virgin Ponderosa Pines, is graced with spectacular natural beauty.

At an elevation of 5,000 feet, the area enjoys a mild climate that accommodates year-round outdoor exploration. Residents and tourists alike enjoy snow covered, fragrant pine trees while cross-country skiing in the winter and extremely pleasant temperatures in the spring, summer and fall while they hunt, fish or hike.

As of the 2010 U.S. Census, the population of the Town of Payson was 15,301. Payson residents enjoy full-service public safety departments, a water utility, parks and recreation, library, and community development among other governmental services.

## The Department

The Water Division is a self-sufficient Enterprise Fund for which a fee is charged to users for goods or services. The Water Division is responsible for the operation of the Town's drinking water treatment and distribution system. The goal is to supply a high quality, reliable water supply to the citizens within its service boundary and to secure additional water supply for the Town's build out population. This division reports to Public Works.

## The Position

This position involves technical and professional level environmental control work to ensure quality of the town's drinking water and compliance with local, State and Federal water quality standards. Employees in the position are responsible for collecting and analyzing water quality data and information and communicating with the general public and Town staff relative to that data and the enforcement of Town water quality regulations. Serves as a spokesman in water related issues. Assists other departments or agencies with special projects and prepares reports for Town Council, management staff and other entities as required. Responsible for contract oversight, collection of water samples, laboratory testing/analysis of samples and preparation of regulatory reports and contracts.

## The Ideal Candidate

### Minimum Qualifications

Bachelor's degree in biology, microbiology, biochemistry, environmental science or closely related field; five (5) years experience and/or training that includes state certified laboratory operations, laboratory analysis and sampling, quality control/assurance, chemistry, or microchemistry; or any equivalent combination of education and experience that provides the required skills and abilities for the position. Must possess an ADEQ Water Treatment and Distribution certification or the ability to obtain same within one (1) year of employment. Must possess an OSHA 40 hours of Hazardous Waste certification or the ability to obtain same within one (1) year of employment. Must possess, or be able to obtain by the time of hire, a valid Arizona drivers license without record of suspension or revocation in any state.

**\*\*PLEASE SEE FULL JOB DESCRIPTION FOR ALL QUALIFICATIONS AND REQUIREMENTS\*\***

## Benefits

**Paid Time Off:** Full time general positions accrue 156 hours of paid time off per year for the first 2 years of service. Full time Fire Department shift positions accrue 234 hours of paid-time-off for the first 2 years. Accruals increase with years of service.

**Holidays:** Full time positions (minimum 30 hours per week) accrue 10 paid, eight-hour holidays per year. Holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving Day, and Christmas Day.

**Personal Days:** Management positions accrue 24 hours of personal leave per year. Any personal time hours remaining on December 31, will be deleted.

**Health Insurance:** Positions with a minimum of 30 hours per week are eligible for employee/employer cost shared medical, dental, vision and life insurance benefits. Additional employee paid life insurance, AD&D, short and long-term disability benefits are also available.

**Retirement:** Employer/Employee contribution shared participation is required for full time positions. General positions will participate in the Arizona State Retirement System. Certified Police and Fire positions will participate in the Arizona Public Safety Personnel Retirement System.

## Application Procedure

**Filing Information:** This recruitment will close at **4:00 p.m. MST** on the deadline date. Please submit a completed Town of Payson employment application. We require either a Town of Payson employment application or a current resume, but we prefer to receive both documents. Faxed applications and/or resumes will be received at (928) 474-1151. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the employment page of the Town of Payson's website at <http://www.paysonaz.gov/Departments/hr/employment.html>.

**Candidate Selection:** Only those candidates who appear best qualified, based on the requirements of the job description and review of all submitted applications and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job related experience, knowledge, skills and abilities.

It is the candidate's responsibility to accurately provide all pertinent information in the application. The Town of Payson will NOT accept any additions, corrections or revisions to a candidate's application or supplemental documentation after the deadline for accepting applications has passed.

You will be contacted if you are selected for an interview. You will also be contacted by postal mail if you are not selected to participate in the testing and interview process. We are not able to respond to follow-up e-mails or phone calls.

**General Comments:** The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. The job description is subject to change as the needs of and requirements of the job changes.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. Town employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The Town of Payson is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and provide evidence of entitlement to work in the United States. We verify through E-Verify.

Please note: Town applications are public record.

Town of Payson  
Job Description

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Position Title: **Water Quality and Treatment Manager**

FLSA Classification: **Exempt**

Pay Grade: **70**

Department: Public Works – Water Division

Reports To: Water Division Manager

Approved By:

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The fundamental reason this classification exists is to develop, direct, and administer the Town's Water Quality Program and Water Treatment Plant Operation. Under the general direction of the Water Division Manager, manages the operation and maintenance of the Water Quality and Treatment Program of the Town of Payson with the main objective of protecting public health and the natural environment. Supervision is exercised over Water Quality Specialists and Technicians engaged in ensuring the quality of the Town's drinking water supply. Responsibilities include preparing inspection schedules, providing technical direction on difficult cases, and interpreting and developing guidelines for compliance with directives from regulatory agencies. Work entails some field work and periodic calls for emergencies during non-scheduled work hours. Field work may be performed under adverse climatic conditions, in underground and other enclosed spaces, and may involve exposure to hazardous gases and chemicals including chlorine and other toxic chemicals.

**GENERAL PURPOSE**

This position involves technical and professional level environmental control work to ensure quality of the town's drinking water and compliance with local, State and Federal water quality standards. Employees in the position are responsible for collecting and analyzing water quality data and information and communicating with the general public and Town staff relative to that data and the enforcement of Town water quality regulations. Serves as a spokesman in water related issues. Assists other departments or agencies with special projects and prepares reports for Town Council, management staff and other entities as required. Responsible for contract oversight, collection of water samples, laboratory testing/analysis of samples and preparation of regulatory reports and contracts.

**SUPERVISION EXERCISED**

Water Quality Specialists and Technicians

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Leads and monitors source, treatment, distribution system, and ASR Well water quality at frequent intervals; uses knowledge of water treatment and water chemistry to make appropriate adjustment to chemicals and flows to meet Safe Drinking Water Act (SDWA), Clean Water Act (CWA) and Town of Payson requirements.
- Performs or supervises daily field and laboratory analyses. Records and organizes water quality data using tablets, laptops or other computer equipment with spreadsheet software for regulatory compliance information and other plant operational needs;
- Interprets applicable regulatory standards, statutes, and regulations;
- Consults with town staff to review water quality operations/activities, review/resolve issues and provide recommendations;
- Provides technical assistance and expertise to assure Town compliance with local, State, and Federal water quality standards;
- Serves as liaison between the Town and regulatory agencies and other entities as required on water issues and enforcement activities;
- Ensures compliance with all applicable codes, laws, rules, regulations and standard operating procedures;

- Ensures adherence to established safety procedures;
- Supervises, plans and coordinates operations and activities involving water sampling, laboratory analysis and regulatory reporting; maintains high productivity standards;
- Summarizes technical data and prepares or supervises preparation of complex monthly, quarterly or annual reports, including the annual Consumer Confidence Report, annual Water Usage Reports and documentation for submission to regulatory agencies;
- Ensures timely submission of reports and information to appropriate agencies/entities;
- Responsible for oversight of drinking water treatment plant operations, including the WQARF Site Treatment Systems, sampling and data management;
- Develops and enforces maintenance plans and schedules for all chemicals, chemical feed equipment, flow meters, water plant and distribution water quality instrumentation, and dedicated sampling flush hydrants;
- Develops and administers budget for area of assignment, monitors expenditures and compliance with approved budget;
- Conducts inspections/investigations relative to water quality;
- Researches water treatment options and recommends appropriate technologies, methods and/or remediation/resolution as needed;
- Performs customer service functions; provides assistance and information relative to water issues; responds to questions, requests for information and customer complaints;
- Researches issues and initiates problem resolution, provides technical expertise to internal and external customers;
- Evaluates environmental pollution problems and prepares reports for use in public hearings;
- Reviews and approves water quality data for the water distribution system and new water sources;
- Identifies operator water quality training needs; develops operator training programs; works closely with operators to ensure they can demonstrate proficiency in necessary roles.
- Responsible for water quality for the Green Valley Park water reclamation project;
- Serves as spokesman on water related issues;
- Prepares oral and written presentations and educational materials for Town Council, community groups, Town staff and/or the general public;
- Provides contract oversight and ensures that projects are completed in a timely manner;
- Coordinates procurement of necessary equipment and supplies, monitors inventory of equipment, tools, chemicals, and other materials, ensures availability of materials to conduct projects and work activities, initiates/approves requisitions/orders for replacement materials;
- Meets with suppliers to discuss materials and services, new product information, purchase and repair prices;
- Operates a motor vehicle, boat, personal computer, general office equipment, laboratory and sampling equipment, and other equipment as necessary;
- Assists in special projects;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **PERIPHERAL DUTIES**

- Performs other duties, which may be assigned from time to time.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- Bachelor's degree in biology, microbiology, biochemistry, environmental science or closely related field.
- Five (5) years experience and/or training that includes state certified laboratory operations, laboratory analysis and sampling, quality control/assurance, chemistry, or

microchemistry.

- Any equivalent combination of education and experience that provides the required skills and abilities for the position.

#### Certifications & Licenses:

- Must possess, or be able to obtain by the time of hire, a valid Arizona drivers license without record of suspension or revocation in any state.
- ADEQ Water Treatment and Distribution certification within one (1) year of employment.
- OSHA 40 hours of Hazardous Waste certification within in one (1) year of employment.

#### Knowledge, Skills and Abilities:

- Knowledge of scientific environmental control work.
- Knowledge of Arizona and Federal water quality regulations and requirements.
- Knowledge of chemistry, biologic and environmental engineering principles.
- Knowledge of environmental laws pertaining to the development and operation of Arizona public water systems.
- Knowledge of the rules and regulations of ADEQ pertaining to water system water quality requirements and related sampling and record keeping.
- Knowledge of the Safe Drinking Water Act.
- Thorough working knowledge of computer word processing, spreadsheet and database software.

#### Additional Requirements:

- Some positions may require the use of personal of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for Town business will be prohibited if the employee is not authorized town vehicle or if the employee does not have personal insurance coverage.
- Some positions may require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

#### **TOOLS AND EQUIPMENT USED**

All of USR and laboratory microscope, water sampling and laboratory analysis equipment, truck, boat trailer, pontoon boat, row boat, well sounder, hand tools, small power tools, digital camera, and computer software.

#### **PHYSICAL DEMANDS**

The Physical demands described herein 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.

The duties listed above 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 the position.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, grasp, feel and operate instruments or controls, and reach with hands and arms. The employee is occasionally required to stand and talk or hear. The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch, crawl and smell.

The employee must occasionally lift and/or move fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee is frequently required to sit, talk, hear, use hands to finger, handle,

grasp, feel and operate instruments or controls, and reach with hands and arms. The employee is required to walk.

### **WORK ENVIRONMENT**

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.

While performing the duties of this job, the employee occasionally works outside in weather conditions. The employee occasionally works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, or airborne particles. The employee occasionally works in high, precarious places. Possible exposure to hazardous materials and substances. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field. Performs work at night and in inclement weather as required.

### **MENTAL ACTIVITIES**

Reasoning: Ability to apply common sense understanding to carry out assigned duties. Ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

Logic: Ability to perform basic skills, including organizational and process management.

Language/Communication: Demonstrable ability to communicate clearly and concisely orally and in writing.

*All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.*

*In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date