CLASS TITLE: SOURCE WATER PROTECTION MANAGER

PURPOSE OF THE CLASSIFICATION: Under general supervision manages the Source Water Protection Program elements of source water monitoring, compliance monitoring/enforcement, public outreach programs, operation of Spavinaw Water Treatment Plant and performs other related assigned duties.

ESSENTIAL TASKS:
- Ensures proper operation of drinking water treatment plant
- Evaluates and procures appropriate conservation easements in watersheds
- Promotes implementation of best management practices to protect drinking source water protection
- Ensures compliance monitoring and enforcement of Conservation Easements, Private Boathouses, Fishing/Hunting Permits, and campground/park usage programs
- Coordinates with State/Federal Agencies, Non-Governmental Organizations, general public and other stakeholders on activities protective of drinking water sources
- Implements public outreach program to protect water quality
- Ensures performance of laboratory analysis and coordinates shipping of samples to third party laboratories
- Develops regulatory and technical reports
- Performs supervisory and planning activities; assigns performance objectives; evaluate staff performance; establishes Section priorities
- Maintains materials and supply inventory
- Must report to work on a regular and timely basis

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

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree and four (4) years of experience in a Physical Science, Engineering or Land Management or a closely related field; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of Safe Drinking Water Act and Clean Water Act rules and regulations; considerable knowledge of Land Convervation technology and best management proctices; considerable knowledge of Quality Control and Quality Assurance practices; considerable knowledge of qualitative and quantitative chemical analysis; considerable knowledge of the principles, techniques, and procedures of sample collection. Ability to maintain accurate and detailed records.; ability to lead multiple projects of varying complexity; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization. Skill in using microscope and chemical analytical instrumentation.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License; and obtain a valid Class "C" Water Operators License as issued by the Department of Environmental Quality (DEQ) within eighteen (18) months of date of hire; and obtain a Class "B" Water Laboratory License as issued from the Department of Environmental Quality (DEQ) within twelve (12) months of hire; and possession of or ability to obtain certification of OSHA 40 hour Hazardous Material Response Training within twelve (12) months of date of hire.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather with possible exposure to hazardous

chemicals/materials; and must be available 24 hours-7 days a week and carry cellular phone; and may require some travel to various City locations

Class Code: 1192
EEO Code: E-03
Pay Code: EX-40

Group: Labor and Trades
Series: Labor and Trades Supervision

Effective date: February 20, 2019