



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** August 15, 2019

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Possible Action: Discussion and possible action regarding a salary range adjustment for the Water Operations Supervisor position within the Public Works Department. (Eddy Quaglieri, equaglieri@carson.org)

Staff Summary: Staff is requesting approval to change the Water Operations Supervisor position from an S2 to a P4 (See attached for the Water Division organization chart). The adjustment is due to the additional duties, licensing, and responsibilities added to this position since the retirement of the past Water Operations Supervisor. The Water Utility Manager has evaluated the current and future responsibilities of this position and has determined that the additional added duties and licensing requirements justify the reclassification. This reclassification will also align the position with the Water Division's career ladder, improve staff morale, and attract candidates with a more technical background and skill-set than has been previously recruited.

Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to approve the staffing changes as presented.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

The Water Division of the Public Works Department (Public Works) has experienced two major retirements in the past few months, the Water Operations Supervisor and the Water Distribution Foreman, both with over 22 years of experience in the Water Division each. Since the Water Operations Supervisor position was Y-Rated a number of years ago, it has proven difficult if not impossible to fill the position internally, which is needed due to the intensive institutional operational knowledge required. Public Works has carefully reviewed the existing job description thoroughly and identified areas of improvement. This review has identified a need for additional licensing and technical knowledge for water operations and planning (see attached for new Water Operations Supervisor job description). The additional licensing now required is the Nevada Professional Engineering license. The added responsibilities to the job description include but are not limited to water modeling, assistance with a number of future capital projects' needs, new business assistance, and generally more technical knowledge of water system design and efficiency which will add needed value to the long-term sustainability. The added duties, licensing, and responsibilities are critical to advancing Carson City's water system to comply with the growing regulations and standards for both water quality and water resources.

Public Works has researched similar positions at the Truckee Meadows Water Authority (TMWA) and found that with the new job duties added to the job description, the P4 salary range is closer in line with the market rate for this level of responsibility and licensing requirements (see attached for TMWA's Manager, Water Quality and Operations, organizational chart, and past years pay). The change in classification of the Water Operations Supervisor is intended to better align the position with the Department's goals, align the position within the Water Division's career ladder, and attract candidates with the technical background and skill-set that will support the Water Division's short-term and long-term needs.

Applicable Statute, Code, Policy, Rule or Regulation

Carson City's Classification Plan and Reclassification Policy

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Water Division, Salaries 520-3502-435.01-01 / 5203502-5000101

Is it currently budgeted? Yes

Explanation of Fiscal Impact: The reclassification of the Water Operations Supervisor from an S2 to a P4 will result in approximately a 13% increase in base rate of pay. The salary range for an S2 is \$62,501.68-\$93,753.09; the salary range for a P4 is \$70,656.78 - \$105,984.12. Recurring vacancies have resulted in salary savings which can be absorbed for the current fiscal year. During the next budget cycle this position's budget will be adjusted.

Alternatives

Do not approve the proposed staffing changes and provide alternative direction to staff.

Attachments:

[Exhibit A Water Division Org Chart.pdf](#)

[Exhibit B Water Operations Supervisor Job Description.doc](#)

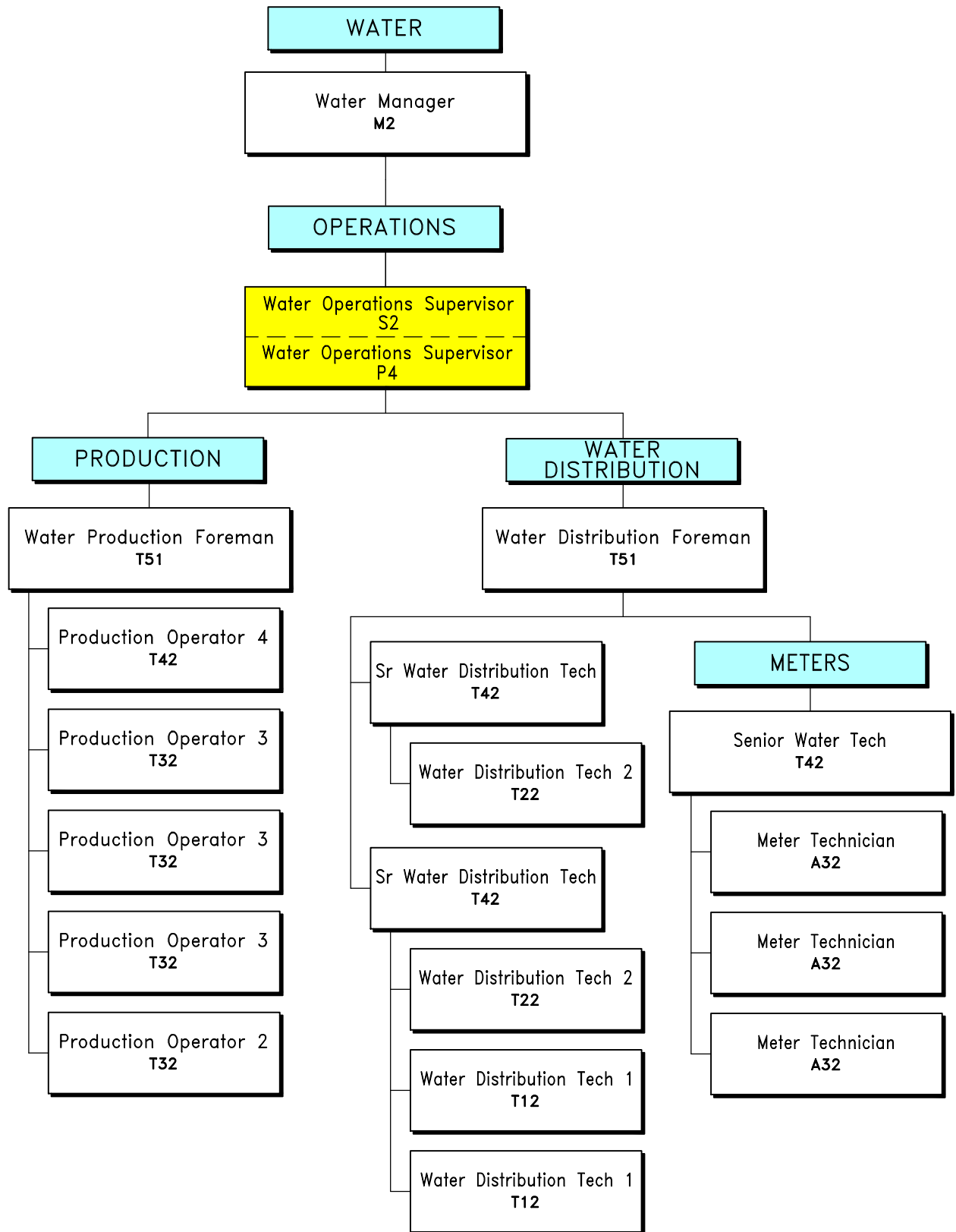
[Exhibit C Job Description for MGR, Water Operations and Quality TMWA.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

Water Division



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JOB DESCRIPTION

JOB TITLE:	Water Operations Supervisor	FLSA:	Exempt
DEPARTMENT:	Public Works	GRADE:	P4
REPORTS TO:	Water Utility Manager	DATE:	July, 2013
		REVISED:	July, 2019

SUMMARY OF JOB PURPOSE:

Under general direction, plans, assigns, supervises, reviews and evaluates the work of skilled and semi-skilled staff tasked with the operation and maintenance of water production, distribution and metering operations.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, organizes, assigns, supervises, reviews and evaluates the work of staff.
- Oversees special projects assigned by the Water Utility Manager.
- Must be available to provide assistance for water service disruptions.
- Maintains and manages the water model for the City.
- Coordinates the asset management of the water system with the Engineering Department.
- Supervises the design, planning and engineering of new system upgrades, well re-drills, regular water tank rehabilitations, pipeline replacement programs, water treatment plant upgrades and any other needs for the water system.
- Oversees the City's Water Resource Plan for meeting the current and future water demands accounting for growth.
- Handles new business requests for the water system and interfaces with Community Development and Engineering Division staff.
- Is in charge of the notification of water system disruption and interfaces with the regulatory agencies and the public.
- Assists the Water Utility Manager with presentations to the Board of Supervisors and other committees and conferences.
- Assists with public outreach for the water system.
- Assists with emergency management.
- Responsible for the various water reporting, daily, monthly and yearly for all the permits that are attached to the water system.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Assign, oversee and inspect internal projects for water system maintenance and repair.

- Oversee water production operations; ensure water demand requirements are maintained; provide technical expertise to provide solutions to failures and problems; ensure that water quality standards are maintained.
- Prepares a variety of reports, correspondence and other written materials.

JOB DESCRIPTION

Water Operations Supervisor

- Assist in design, contract preparation and construction of water facilities and infrastructure.
- Supervises preventive maintenance activities on plant equipment and facilities; coordinates major maintenance, repair and retrofitting projects to ensure continuous operation.
- Manage metering operations and customer service calls.
- Assists in development of budget on an operational basis; evaluates operating costs and develops programs for improving efficiency.
- Plans, directs and coordinates special studies consisting of problem formulation, data collection, synthesis, and analysis, process identification, research, and alternatives development.
- Ensures that all safety policies and procedures are followed by staff; provides training to address safety concerns and issues.
- Uses standard office equipment, including a computer, in the course of the work; and drives City vehicles to worksites, transports materials and assists other staff as required.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

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.

Education and Experience:

Two (2) years of coursework in hydraulics, water resources, civil engineering, electronics, or a closely related field; AND six (6) years of water treatment and distribution systems operation, design, construction management, planning, maintenance and repair; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Must possess valid class C driver's license
- Must possess a Nevada Professional Engineering License
- Must possess Nevada Water Treatment Grade IV Certificate within 2 years of hire
- Must possess Nevada Water Distribution Grade IV Certificate within 2 years of hire
- Must possess FEMA 100 and 200 emergency management within 6 months of hire
- Must possess OSHA 30 certification within six months of hire
- Must possess flagger certification within three months of hire
- Must possess Confined Space Entry Certification within six months of hire

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- MUST satisfactorily pass a pre-employment physical examination and a Respiratory Fit test.

JOB DESCRIPTION

Water Operations Supervisor

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluations, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and supervising in a team environment.
- Basic budgetary practices and terminology.
- Principles and practices of water systems operations, including hydraulics of open channel and closed pressurized water systems.
- Water treatment regulations, processes, and procedures in a complex water treatment system.
- Safety principles, practices and equipment related to the work.
- Automated process control systems (SCADA, i.e., supervisory control and data acquisition).
- Pertinent local, State, and Federal laws, rules, and regulations relevant to water quality standards, treatment, and analysis.
- Effective communication and presentation methods and techniques.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Assisting in developing and implementing goals, objectives, budget, policies, procedures and work standards.
- Developing and implementing strategies, programs, policies, and procedures relating to area of responsibility.
- Analyzing budget and technical reports.
- Explaining and interpreting policies and procedures.
- Using independent judgment within established procedural guidelines.
- Directing the maintenance of accurate logs and records of work performed.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Communicating effectively both verbally and in writing.

SUPERVISION RECEIVED AND EXERCISED:

Under General Direction - Incumbents at this level have considerable latitude in the application of departmental policy, and they follow general guidelines or professional and administrative standards in accomplishing assignments. They are responsible for planning and organizing their own workload, but ordinarily cannot change methods of their assigned work unit, established operations, or departmental policy without supervisor approval. Supervision is minimal, indirect, and usually limited to technical oversight.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a field setting, use standard office equipment and stamina to sit and walk for extended periods of time; agility to navigate uneven terrain and confined spaces; strength to lift and carry up to 80 pounds; work at heights of up to seventy-five (75) feet; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; work is subject to exposure to weather conditions, fumes, dust and hazardous chemicals.

CONDITIONS OF EMPLOYMENT:

1. Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
4. Employees may be required to complete Incident Command System training as a condition of continuing employment.
5. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug/alcohol screen.
6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human

resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.

"Carson City is an Equal Opportunity Employer"

JOB DESCRIPTION

Water Operations Supervisor

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**TRUCKEE MEADOWS
WATER AUTHORITY
POSITION PROFILE**

Position Title:	Manager, Water Quality and Operations		
Career Band:	D64	Job Class No.:	10280
FLSA Status:	Exempt		
Last Revision:	December 2014		

Reports To:	General Manager
Supervises:	Supervisor, Maintenance; Supervisor, Water Treatment and Water Quality Department staff
<p><i>The position profile is intended to present a descriptive list of the range of duties performed by employees in this position title. The foregoing description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills and efforts or work conditions associated with the position. It is intended to be an accurate reflection of the general nature and level of the job.</i></p>	

Position Purpose:

The Operations and Water Quality Manager position is responsible for the strategic planning, organization, direction and implementation of the operation and maintenance of the water treatment plants and distribution system to assure the supply and distribution of safe and aesthetically pleasing potable water, of sufficient quantity at a reasonable cost, meeting all public health and regulatory requirements.

The incumbent is also responsible for serving as the Laboratory Director for the State Certified Laboratory and provide direct supervision to the water quality staff in the analysis of both treated drinking water and raw water so as to maintain a fully certified water quality laboratory.

The incumbent is responsible for developing strategies for drinking water treatment, maintenance and monitoring programs which assure that all Safe Drinking Water Act and state regulations are being met at all times. The incumbent also directs the development of both pilot and full-scale plant testing programs which stay abreast of the latest technological developments in the drinking water treatment field and address the most economic solutions which meet all regulatory restraints; ensures follow up on water quality complaints from customers; and develops and maintains functional programs in laboratory safety, technical training, water quality monitoring, regulatory compliance and optimization of drinking water treatment.

The position is responsible for managing detailed planning, budgeting, design and construction of projects for the treatment, distribution and monitoring of water, including major multimillion dollar projects.

The incumbent provides direction and management for special projects as requested by the General Manager.

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Essential Function Statements

Essential responsibilities and duties may include, but are not limited to, the following:

- Recruit, develop and maintain operating, maintenance and laboratory staff.
- Set forth operating parameters for all treatment plants and wells that meet water quality goals, regulations, capacity requirements, water resource, and energy efficiency requirements.
- Provide leadership and direction to staff to meet prescribed goals and objectives.
- Establish an environment where teamwork flourishes and integrates with other TMWA work groups.
- Supervise the Maintenance Supervisor who is responsible for managing and scheduling preventive and emergency maintenance of water treatment plants, 100+ pump stations, 32 wells, 70+pressure regulator stations, including mechanical, electrical and control systems, SCADA system, and river structures through company personnel and contractors.
- Work with professional staff to continuously achieve the goal that all finished water delivered to our customers meets all regulatory standards at all times, and maintains the highest standards of finished water quality.
- Work with professional staff in responding to all customer issues including complex customer issues utilizing appropriate diagnostic procedures and initiating appropriate corrective action.
- Work with water quality staff to maintain both a certified water quality laboratory and an effective pilot testing program. Implement analytical scientific procedures which both enhance and pursue water quality control, monitoring and increased laboratory capabilities.
- Plan and evaluate staff performance; establishes performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development; take disciplinary action as needed to address performance deficiencies, in accordance with TMWA's Administrative Instructions and the Collective Bargaining Agreement.
- Establish and implement training programs to ensure that staff is properly trained relative to water treatment and distribution operations.
- Investigate and evaluate treatment processes to improve water quality, increase production rates, or lower treatment costs. Analyze causes, and while working with operations team, implements solutions to treatment process problems.
- Prepare and review monthly reports that provide necessary information to management and regulatory agencies. Communicate with regulatory agencies on a regular basis and provide expert testimony.
- Manage budgets and expenditures to achieve the most cost effective use of resources possible; accounts for emergencies and makes every effort to accommodate emergencies within budget.
- Integrate maintenance and operations workforce through teambuilding and special project team management.
- Develop monitoring and compliance programs which assure that all Safe Drinking Water Act and State water quality regulations are being met.
- Lead and supervise the activities of professional engineering staff consisting of design engineers, planning engineers, project managers, construction coordinators, and technicians, in the implementation of all Safe Drinking Water Act compliance efforts.
- Work with consulting engineering staffs as needed in the effort to complete projects necessary for compliance with all water quality standards.
- Prepare formal engineering reports; make presentations to the TMWA Board of Directors; and professionally represent TMWA before regulatory and permitting agencies and the public.
- Work with planning and engineering to ensure that capital improvements meet the operational and maintenance needs of the system.
- Ensure the safety of personnel by promoting a safety conscious attitude and by providing relevant training.
- Organize and conduct meetings with agencies, developers, engineers, contractors and TMWA personnel.
- Perform related duties and responsibilities as required or requested.
- Monitor apprenticeship programs for respective areas
- Work with and lead professional staff in responding to all customer issues including complex customer issues utilizing appropriate diagnostic procedures and initiating appropriate corrective action.
- Perform related duties and responsibilities as required or requested.

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Qualifications

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

<p>Education/Training:</p>	<p>A Bachelor's Degree in Engineering, Chemistry, Biology or Environmental Science or a closely related field is required.</p> <p>Must have working-level knowledge of the English language, including reading, writing and speaking English.</p>
<p>Experience:</p>	<p>Twelve years of increasingly responsible experience involving professional civil engineering work in the design of water system facilities; operation of water distribution systems; modeling and analysis of water distribution systems; construction management of water projects; or a closely related field. Five years of experience in a supervisory or department managerial role is desired. Demonstrated ability to lead project teams and to plan, organize and direct all aspects of complex engineering projects.</p> <p>Other combinations of education/experience may be considered.</p>
<p>Certification/Licensure:</p>	<p>A Civil or Mechanical Professional Engineering license is required.</p> <p>Must obtain State of Nevada Civil or Mechanical Professional Engineering registration within six months.</p> <p>State of Nevada Grade IV Water Treatment and Water Distribution Operator certifications are required and must be obtained within a predetermined period of time.</p> <p>A valid driver's license and the ability to meet TMWA Department of Motor Vehicle report criteria.</p>

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<p>Knowledge, Skills & Abilities</p>	<ul style="list-style-type: none"> • Laws and regulations governing the practice of professional engineering in Nevada and California. • Principles and practices of civil engineering and hydraulics. • Booster pumping, groundwater, storage and water treatment facilities, equipment and processes. • Process control principles, methods and equipment applications. • Principles and practices of project management, construction management, and supervision. • Cost estimating and engineering economics methods and techniques. • The operation of water supply and distribution systems. • General construction methods, techniques and materials. • Water distribution system construction methods, techniques and materials. • Principles of civil/mechanical drafting, GIS mapping and computer aided design. • Modern office procedures, methods, and equipment including computers, printers, plotters, copiers, etc. • Pertinent federal, state and local laws, codes and regulations. • Principles of contracts and contract administration. • Pertinent company, industry and professional standards. Provide creative solutions and approaches to problems and issues. • Build teams, foster teamwork, build consensus and trust with agencies and the public. • Provide effective supervision and direction to professional staff. • Provide guidance and coaching to reach department goals and objectives. • Develop and administer technical policies, standards and procedures. • Check/approve complex hydraulic and structural engineering design calculations and engineering designs performed by others. • Effectively negotiate contract and or agreement terms and conditions. • Professionally represent TMWA in meetings with outside agencies and make presentations as required. • Prepare technical reports, budget projections, and water facility plans. • Operate a variety of computer equipment and software relative to the assigned area of responsibility. • Respond to requests and inquiries from developers, engineers, contractors and the general public. • Establish and maintain effective working relationships with those contacted in the course of work. • Communicate clearly and concisely, both orally and in writing. • Be punctual regarding work hours established by TMWA. • Be mentally and physically alert during working hours.
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Physical Requirements

Percentage of time (equaling 100%) during the normal workday the employee is required to:

Sit	75%	Stand	10%	Walk	10%	Run	
Squat	Occ	Bend	Occ	Twist	Occ	Lift	
Kneel	Occ	Drive	5%	Climb		Crawl	
				Other			

Tool & Equipment Use

Tools to be used each normal workday (Occasionally 1 - 33%, Frequently 34 - 66%, Continuously 67 - 100%)

	Occasional	Frequent	Continuous
General Office Equipment	X		
Telephone		X	
PC and Related Equipment		X	

Repetitive Use of Hands & Feet

Use each normal workday (Occasionally 1 - 33%, Frequently 34 - 66%, Continuously 67 - 100%)

	Not Required	Occasional	Frequent	Continuous
Simple Grasping		X		
Pushing & Pulling		X		
Typing/Data Entry		X		
Fine Manipulation	X			
Repetitive Use of Foot/Feet in Operating Machine Controls	X			

Lifting Requirements

Weight to be manually lifted each normal workday

(Occasionally 1 - 33%, Frequently 34 - 66%, Continuously 67 - 100%)

	Not Required	Occasional	Frequent	Continuous
Up to 10 lbs.		X		
Up to 20 lbs.		X		
Up to 35 lbs.		X		
Up to 50 lbs.	X			
Up to 75 lbs.	X			
Up to 100 lbs.	X			
Over 100 lbs.	X			

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Performance Objectives

The sections listed below are to be completed when conducting a MPAT employee evaluation only.

Employee Name: _____

Department: _____

Introductory Period Annual Evaluation Special Evaluation

Part I – Evaluation Scoring Scale: Using only the numbers shown below, use the scale below to score both the Individual and Behavioral Objectives for the employee.

5 – Excellent: Work consistently exceeds expectations and/or standards, demonstrating the highest level of professional excellence and superior work. Both work performance and behaviors consistently serve as positive role models for other employees.

4 – Exceeds Expectations: Work consistently meets expectations and/or standards and often exceeds them. Demonstrates desired behaviors and strives to be a positive role model in their work performance and behaviors.

3 – Meets Expectations: Work is consistently performed within established expectations and/or standards; occasionally exceeds expectations and rarely does not meet expectations. Regularly recognizes and demonstrates desired behaviors and strives to correct any deficiencies.

2 – Improvement Needed: While expectations and/or standards may be often met, they are not met on a consistent basis. Demonstrates some, but not all the desired behaviors.

1 – Unsatisfactory: Frequently fails to meet expectations and/or standards. Employee is generally unaware when not demonstrating desired behaviors. Employee may be placed on a formal Development/Action Plan.

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Part II - Individual Job Objectives: This section is 50% of overall score.

Goal/Objective/Essential Job Functions	Comments	Weight (Percentage)	Score (Whole Numbers Only)	Result (Weight x Score)
<p>Operations</p> <ul style="list-style-type: none"> Maintain effluent turbidity less than 0.10 NTU 95% of the time, and DBP's as low as possible through judicious use of chlorine. Submit data for Partnership for Safe Water, complete self assessment. Utilize SCD and Particle Counters to improve treatment performance. Develop tracking systems for labor, chemicals and power. Develop/achieve individual operator goals for 2008/9. Maintain a unified and informed Foremen's team; spend time with operators to maintain an informed and unified team working to achieve common goals. 		15%		
<p>Water Quality</p> <ul style="list-style-type: none"> Maintain State of NV certification for TMWA lab. Complete internal audits for chemistry and microbiology. Complete monthly, quarterly and annual reporting for all regulatory requirements. Keep abreast of forthcoming regulatory requirements (Stage 2 DBPR; LT2ESWTR) and plan for compliance with proposed standards. Maintain relationships with District and State Health Department staff members. Submit annual CCR. 		15%		
<p>Maintenance</p> <ul style="list-style-type: none"> Promote and maintain a positive working environment for maintenance mechanics, SCADA Technicians, Chemical Specialist, water quality staff and operations staff members by providing leadership as needed and being available on a full time basis to resolve issues as they arise. Provide support as needed for the Maintenance Supervisor to achieve the goals set. Attend monthly maintenance, construction and safety meetings to stay abreast of field work. 		15%		
<p>Facilities</p> <ul style="list-style-type: none"> Work with Maintenance Coordinator to maintain all facilities throughout the system including Corporate, Chalk Bluff, Glendale, Highland Canal, Reservoirs, Tank sites and all facilities requiring maintenance. Work with Coordinator to set, budget, and achieve goals. Work with Coordinator regarding seasonal and permanent staffing needs. 		10%		

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<p>Special Projects</p> <ul style="list-style-type: none"> • PCE Remediation <ul style="list-style-type: none"> ○ Ban/Increased Enforcement ○ Improved Stakeholder understanding/commitment • Pharmaceuticals <ul style="list-style-type: none"> ○ Keep up with latest understanding and regulatory action • Integration With Washoe County <ul style="list-style-type: none"> ○ Operations Team • Sparks GW Treatment Plant • Fluoride <ul style="list-style-type: none"> ○ System Planning ○ Cost Estimate ○ Communications • Reclaimed Water Use (NVI) <ul style="list-style-type: none"> ○ Science/Health ○ Costs • Resource Need 		15%		
<p>Safety</p> <ul style="list-style-type: none"> • Work with Safety Officer to improve and maintain employee safety. Require safety meeting attendance and conduct safety tailgate meetings on a routine basis. 		10%		
<p>Leadership & Supervision</p> <ul style="list-style-type: none"> • Develops and nurtures a department philosophy, which compliments TMWA's goals and objectives • Delegates appropriate authority for completion of assigned responsibilities. • Maintains effective and efficient staffing for assigned areas: Water Quality & Treatment O & M • Reviews subordinate position descriptions with appropriate staff and makes revisions • Plans, organizes, directs and evaluates the performance of assigned staff • Consults with staff in resolution of problems • Timely performs staff annual performance evaluations and coaching sessions, as needed 		20%		
Total Score		100%		
Individual Job Objectives Score		x 50% =		

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Part III – Behavioral Objectives: This section is 50% of overall score.

Behaviors	Comments	Weight (Percentage)	Score (Whole Numbers Only)	Result (Weight x Score)
<p>Attitude</p> <ul style="list-style-type: none"> Maintains optimistic outlook and focuses on the positives even in difficult situations Deals positively with uncertainty and adjusts to change Responds in a professional manner to feedback on work performance and behaviors Demonstrates an awareness of safe work practices, works safely and encourages co-workers to do the same Displays resilience by moving forward despite criticism or setbacks 		20%		
<p>Working Relationships</p> <ul style="list-style-type: none"> Involves others and encourages their input Seeks feedback from others Facilitates cooperation and partnership Listens, understands and adapts to others Consults and shares information across the organization 		20%		
<p>Accountability/Ownership</p> <ul style="list-style-type: none"> Attendance and participation reflect commitment to TMWA Demonstrates accountability and sound judgment in using TMWA resources Takes responsibility in progressing work and meeting TMWA's goals and objectives Recognizes the impact of personal actions and their affect on themselves, customers, the organization and the community Operates as an effective representative of TMWA in public and internal forums 		20%		
<p>Respect</p> <ul style="list-style-type: none"> Being not only courteous and polite but actively honoring and considering the needs of others Treats others fairly and equitably Recognizes the positive benefits that can be gained from diversity and encourages the exploration of different views Challenges issues and raises objections constructively; discusses alternatives to find a way forward Listens when own ideas are challenged; engages in constructive dialogue; respects the outcome 		20%		

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<p>Effort/Initiative</p> <ul style="list-style-type: none"> • Explores possibilities and innovative alternatives and embraces challenging opportunities • Seeks advice and assistance from colleagues or leadership when uncertain • Shows strong commitment to learning and self-development • Makes practical, workable suggestions for improvement • Knows the responsibility of their jobs, sees beyond the task at hand and engages in additional meaningful work 		20%		
Total Score (Whole Numbers Only)		100%		
Behavioral Objectives Score		x 0.50 =		
Total Evaluation Score				

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Last Revision:	December 2014		

Goal Setting

Please review the results from the previous pages and complete the following:

He/she can maximize current strengths by focusing on and continuing to:

- 1.
- 2.
- 3.

To increase effectiveness, he/she needs to start the following:

- 1.
- 2.
- 3.

**TRUCKEE MEADOWS
WATER AUTHORITY
POSITION PROFILE**

Position Title:	Manager, Water Quality and Operations		
Career Band:	D64	Job Class No.:	10280
FLSA Status:	Exempt		
Last Revision:	December 2014		

Comments

Development Goals and/or Comments:

Employee Comments:

**TRUCKEE MEADOWS
WATER AUTHORITY
POSITION PROFILE**

Position Title:	Manager, Water Quality and Operations		
Career Band:	D64	Job Class No.:	10280
FLSA Status:	Exempt		
Last Revision:	December 2014		

Required Signatures

I acknowledge that my supervisor thoroughly reviewed my performance for the performance period and we created a meaningful development plan.

I further acknowledge that I have read and understand the position description delivered at this annual review. I have reviewed all individual and behavioral objectives and understand they will be used by TMWA in connection with salary administration, development, and placement functions.

I hereby acknowledge that I currently hold, or will obtain within the specified time, all required licensure and certifications listed in the minimum qualification section of the position profile. I understand that it is my responsibility to maintain the required licensure and certifications (as applicable).

It is further understood that the position profile may be modified at any time to reflect changes necessary in departmental and/or organizational needs.

Evaluators Supervisor's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

**** Please provide the original evaluation to Human Resources and provide a copy to the employee. ****



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'MGR,WATER OP'S & QUALITY' search results

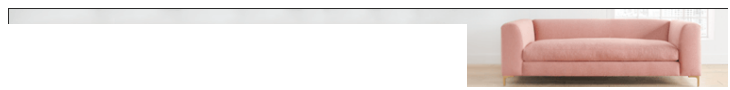
5 employee records found

Search within these records:

MGR,WATER OP'S & QL Year

Name (?q=MGR%2CWATER+OP%27S+%26+QUALITY&s=name)	Job title (?q=MGR%2CWATER+OP%27S+%26+QUALITY&s=title)	Regular pay (?q=MGR%2CWATER+OP%27S+%26+QUALITY&s=-base)	Total pay (?q=MGR%2CWATER+OP%27S+%26+QUALITY&s=-gross)	Total benefits (?q=MGR%2CWA1s=-benefits)
Paul J Miller (/salaries/2016/truckee-meadows-water-authority/paul-j-miller/)	MGR,WATER OP'S & QUALITY (/salaries/search/?q=MGR%2CWATER%20OP%27S%20%26%20QUALITY) Truckee Meadows Water Authority, 2016 (/salaries/2016/truckee-meadows-water-authority/)	\$135,968.56	\$144,308.56	\$51,568.26
Paul J Miller (/salaries/2015/truckee-meadows-water-authority/paul-j-miller/)	Mgr,Water Op'S & Quality (/salaries/search/?q=Mgr%2CWater%20Op%27S%20%26%20Quality) Truckee Meadows Water Authority, 2015 (/salaries/2015/truckee-meadows-water-authority/)	\$136,349.00	\$144,689.00	\$47,783.00
Paul J Miller (/salaries/2014/truckee-meadows-water-authority/paul-j-miller/)	MGR,WATER OP'S & QUALITY (/salaries/search/?q=MGR%2CWATER%20OP%27S%20%26%20QUALITY) Truckee Meadows Water Authority, 2014 (/salaries/2014/truckee-meadows-water-authority/)	\$123,114.66	\$131,454.66	\$42,907.72
MILLER, PAUL J (/salaries/2013/truckee-meadows-water-authority/miller-paul-j/)	MGR,WATER OP'S & QUALITY (/salaries/search/?q=MGR%2CWATER%20OP%27S%20%26%20QUALITY) Truckee Meadows Water Authority, 2013 (/salaries/2013/truckee-meadows-water-authority/)	\$119,401.82	\$126,601.82	\$40,501.60
Paul J Miller (/salaries/2017/truckee-meadows-water-authority/paul-j-miller/)	MGR,WATER OP'S & QUALITY (/salaries/search/?q=MGR%2C%20WATER%20OP%27S%20%26%20QUALITY) Truckee Meadows Water Authority, 2017 (/salaries/2017/truckee-meadows-water-authority/)	\$105,667.80	\$116,043.84	\$47,363.93

« Previous





Organization Chart October 2, 2018

