



# City of Evansville

## Job Description



**Job Title:** Operations Manager - Water

**Classification:** Exempt

**Department:** EWSU Operations/Water Filtration

**Bargaining Unit:** Non-Bargaining

**Reports to:** Superintendent

**Effective Date:** May 2026

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### Job Summary

Serves as the Operations Manager for the Water Filtration Plant. This position manages the overall treatment operations process with primary emphasis on the Safe Drinking Water Act. The incumbent is responsible for monitoring all operation areas, performing water purification processes, data reporting, training employees, monitoring treatment chemical inventories and ensuring high level security of the public water supply.

### Essential Duties and Responsibilities

- Maintains building security to verify protection of the water supply.
- Writes, updates, and maintains standard operating procedures for operations.
- Communicates treatment and staffing issues to management staff.
- Coordinates with Maintenance employees in the scheduling of maintenance activities that affect operations.
- Manages Operator shift scheduling and assists with other administrative duties as assigned.
- Monitors and maintains U.S. EPA Risk Management Plan (RMP) and other safety programs as required.
- Directs and assists in overseeing a team of operators performing water treatment operations.
- Oversees and approves non-routine treatment procedures and chemical additions.
- Evaluates the performance of new treatment technologies implemented.
- Collaborates with Water Quality Manager in reviewing processes and treatment efficiency.
- Responsible for capture, input, compilation analysis, and quality assurance for data received from the SCADA application.
- Supervises SCADA monitoring for plant and outlying booster stations to ensure accurate operations and security measures are followed.
- Maintains and distributes data in spreadsheets for routine, special engineering and process projects; distributes data to appropriate parties and participants for progress meeting support.
- Performs required ongoing training for operator staff and conducts new hire orientation and training.
- Exercises independent judgement in selecting appropriate methods and procedures to accomplish several related but separate tasks assigned.

### Skills, Abilities and Knowledge

- Excellent written, oral, and verbal communication skills.
- Ability to read, write, and understand work processes, methods, and use of equipment and machinery.
- Highly proficient in Microsoft Office applications, including Word, Excel, and Outlook.
- Must be computer literate and have the ability to learn new software applications.

### Education and Experience

- Minimum of an associate's degree in a biological science field is required.
- Minimum of three (3) years' experience in water treatment is preferred.

## Other Requirements

- Must possess and maintain a valid driver's license.
- Must obtain state certification as a WT-5 water treatment plant operator within eighteen (18) months of placement.
- Must be available to work weekends, evenings and extended hours as needed.
- Must be able to respond to emergencies on a 24-hour basis and participate in on-call rotation.
- Must be able to travel for meetings and training, including occasional overnight travel.

## Work Environment and Physical Requirements

- Exposure to varying weather conditions and temperature extremes.
- Occasional exposure to hazardous work conditions including noise, fumes, height, slippery surfaces, confined spaces and moving parts.
- Involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and will include the use of personal protective equipment (PPE).

*\*This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee.*

HR Approved:



Date:

5/4/2026