



**CITY OF CASPER**  
invites applications for the position of:  
**Water Treatment  
Plant Manager**

**SALARY:** \$6,956.21 - \$8,459.62 Monthly  
\$83,474.56 - \$101,515.44 Annually

**OPENING DATE:** 04/01/21

**CLOSING DATE:** Continuous

**CLASS SUMMARY:**

**Assigned to: Water Treatment Plant**  
**Total Compensation Package**

**EMPLOYMENT CONTRACT REQUIRED**

Incumbent is responsible for the activities and operations relating to Water Treatment. Responsibilities may include developing and implementing best practices of water treatment, establishing goals and procedures; evaluating and prioritizing projects; assigning tasks and monitoring the performance of subordinates; providing training; developing and monitoring of an assigned budget; forecasting needs; approving expenditures; monitoring the work of contractors; maintaining records; and preparing operational and financial reports. Receives general guidance from the Public Utilities Manager.

This position is driving essential (see driving requirements below).

**TYPICAL CLASS ESSENTIAL DUTIES:**

1. Exercises direct supervision over the Water Treatment Plant to include: authorizing time off, approving payroll and hiring; prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2. Coordinates the organization, staffing and operational activities for water treatment including raw water pumping, water production, treatment, and pumping from the water treatment plant and well fields.
3. Participates in the development and implementation of goals, objectives, policies and priorities for the Water Treatment division; identifies resource needs; recommends and implements policies and procedures. Sets objectives and procedures for work group(s) within the division.
4. Coordinates and monitors the work of external contractors and ensures compliance with specifications and City standards for effective, safe and secure operations.
5. Prepares, recommends and manages the division budget; approves and controls expenditures.
6. Recommends and implements an approved five-year new and replacement Capital Improvement Plan.

7. Assigns preparation of standard operating procedures (SOPs) for Raw Water Pumping station, Water Treatment Plant and well fields; maintains the preventative and corrective maintenance software.
8. Coordinates activities to maintain permit compliance with regulation agencies such as Environmental Protection Agency (EPA), Department of Environmental Quality (DEQ), and State Engineer's Office (SEO).
9. Coordinates departmental activities and priorities with other City departments and external agencies; attends meetings to receive and convey information.
10. Continuously monitors plant operations, reviews and assesses operational logs, records and reports; inspects plant facilities and operations on a regular basis.
11. Prepares operational and statistical reports.
12. Responds to and resolves citizen concerns and complaints.
13. Represents the City of Casper by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
14. Follows all City safety procedures. Reports all accidents/incidents to Department Head.
15. Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

Knowledge of:

Current trends and innovations in water treatment.

Applicable Federal, State, Local and City government codes, rules and regulations relating to the various aspects of Water Treatment Management.

Operational characteristics, services and activities of a water treatment plant.

Procedures, methods and techniques of Water Treatment Management.

Theories, principles, and practices of Water Treatment Management.

Tools and equipment used in water treatment services including computer software programming used for operational control.

Mathematical concepts and application.

City geography

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Administrative principles and practices, including goal and objective development, work planning and employee supervision.

Basic principles of municipal budget preparation and control.

Principles of supervision, mentoring, training, and evaluating the work of others.

Recordkeeping principles.

Computers and related software applications.

Abilities (position requirements at entry):

Ability to:

Apply federal, state, and local laws, rules, and regulations pertaining to water treatment.

Plan and manage compliance with reports, analysis and regulations relating to water treatment.

Assess and prioritize situations under work pressure, exercise good judgment and make sound decisions.

Set work priorities and work independently with minimal supervision.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions in support of goals.

Compose appropriate recommendations and prepare clear and concise reports.

Present accurate and reliable reports which contain findings, set direction and offer recommendations to achieve desired goals and end results.

Interpret and explain City policies and procedures.

Apply and convey technical expertise.  
 Comply with municipal budgeting practices.  
 Select, supervise, mentor, train, and evaluate staff.  
 Provide effective leadership and direction.  
 Coordinate the work of personnel.  
 Operate modern office equipment, software and operating systems/applications.  
 Maintain a neat and professional appearance.  
 Follow written and verbal instructions and direction.  
 Communicate effectively verbally and in writing.  
 Establish and maintain effective working relationships with those contacted in the course of work.

Skills (position requirements at entry):

Skill in:

Water treatment plant maintenance and repair.  
 Interpreting and applying applicable laws, rules, and regulations.  
 Basic principles of budgeting.  
 Allocating limited resources in a cost effective manner.  
 Providing customer service.  
 Technical writing.  
 Mentoring employees.  
 Delegating and prioritizing work.  
 Public speaking.  
 Project management.  
 Time management.  
 Conflict resolution.  
 Compiling, analyzing, organizing and evaluating data and making appropriate recommendations based on findings.  
 Operating in a courteous, knowledgeable and tactful manner with customers, staff and the general public.  
 Oral and written communication, sufficient to exchange or convey effective information and to receive work direction.  
 Operating modern office equipment, including computer software and operating systems/applications.

Training, Experience & Certifications:

Training and Experience

Minimum of three years of increasingly responsible experience in the operations of a water treatment plant.

Minimum of two years of experience working as a supervisor.

Bachelor's Degree in natural sciences, civil engineering or a closely related field.

Licensing and Certification Requirements

Licensing Requirements:

Possession of, or ability to obtain, a valid Wyoming Driver's License.

Possession of a Wyoming Class IV Water Treatment Certificate.

Possession of, or ability to obtain, a Wyoming Class I and II Water Distribution Certificate preferred.

Possession of, or ability to obtain, a Wyoming Class IV Water Treatment Certificate within the first year of employment.

## **TRAINING, EXPERIENCE & CERTIFICATIONS:**

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## **SUPPLEMENTAL INFORMATION & PHYSICAL REQUIREMENTS:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Women, minorities, and individuals with disabilities are encouraged to apply.

Employment with the City of Casper is contingent upon a successful background screen and pre-employment drug test. Applicants who have failed a pre-employment screen or have been terminated from the City of Casper are ineligible for employment consideration for 12 months. You will become eligible for consideration 12 months from the date of your incident (pre-employment screen or termination).

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes.

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

### **Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

### **Driving Requirements:**

For driving essential positions, employment with the City of Casper is contingent upon a satisfactory driving record. A driving record that reflects any of the following criteria is considered unsatisfactory:

- 1) Convicted of three (3) or more moving violations within the previous 36 months (three separate, individual incidents);
- 2) A conviction within the previous 36 months of any of the following:
  - Driving under the influence of drugs or alcohol;
  - Leaving the scene of an accident;
  - Fleeing to avoid arrest;
  - Reckless Driving;
  - Homicide or assault by motor vehicle;
  - Driving without auto insurance;
  - Driving on a suspended license;
  - Refusal to take blood/breathalyzer test for suspected DUI or impaired driving.

If you have questions regarding the background screen, pre-employment drug test or driving record, please contact the Human Resources Office at (307)235-8344 prior to accepting a job offer.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.casperwy.gov>

Position #1195-01  
WATER TREATMENT PLANT MANAGER  
HR

200 N. David - Human Resources  
Suite 107  
Casper, WY 82601  
(307)235-8344  
(307)235-8421

[neogovalerts@casperwy.gov](mailto:neogovalerts@casperwy.gov)

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### Water Treatment Plant Manager Supplemental Questionnaire

- \* 1. Which of the following best describes your level of education?
  - Some High School
  - High School Diploma or G.E.D.
  - Some College
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
  - Doctoral Degree
- \* 2. How many years of experience do you have in water treatment plant operations and maintenance?
  - None
  - Less than 3 years
  - 3 years to less than 4 years
  - 4 years to less than 5 years
  - 5 years to less than 6 years
  - 6 years to less than 7 years
  - 7 years or more
- \* 3. Please describe (in detail) your experience and where you obtained the experience.
- \* 4. How many years of experience do you have in a supervisor capacity?
  - None
  - Less than 2 years
  - 2 years to less than 3 years
  - 3 years to less than 4 years
  - 4 years to less than 5 years
  - 5 years or more
- \* 5. Describe (in detail) your supervisory experience. Please include specifics as to where you obtained your listed experience.
- \* 6. Do you currently possess a Wyoming Class I Water Distribution certificate?
  - Yes
  - No
- \* 7. Do you currently possess a Wyoming Class IV Water Treatment Certificate?
  - Yes
  - No
- \* 8. Do you currently possess a valid Wyoming driver's license?
  - Yes

No

No, but I have the ability to obtain within 12 months of hire.

\* 9. Outline the five lessons you have learned from the leaders you've worked with previously.

\* Required Question