



**TARENTUM BOROUGH
ALLEGHENY COUNTY, PENNSYLVANIA**



JOB DESCRIPTION

JOB TITLE: Water Systems Manager

DEPARTMENT: Water Department

STATUS: New Position

TERMS:

- 1) Full-time, Exempt
- 2) Primarily Daylight Shift with emergency on-call requirements
- 3) At-will, non-union employee

SUPERVISION: Borough Manager

SALARY RANGE: \$73,000 to \$83,000 per year

SUMMARY OF DUTIES

The Water Systems Manager is responsible for the oversight, operation, regulatory compliance, and long-term planning of the Borough's water treatment plant and water distribution system. This is a professional managerial position that requires technical expertise, strong leadership, and the ability to ensure continuous, safe, and reliable water service. The Manager directs daily operations of the water plant, supervises the distribution system, oversees emergency response, ensures DEP compliance, and coordinates capital improvements and maintenance activities.

This position serves as the Borough's Class A / Class E certified operator-in-responsible-charge (ORC) or supervises the ORC depending on licensure status.

SUPERVISION RECEIVED

Works under the general direction of the Borough Manager. Operates with significant professional independence in managing regulatory compliance, staffing, water quality, and system reliability.

SUPERVISION EXERCISED

Exercises supervision over all water system employees, including Water Plant Operators and Water Distribution personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Water Treatment Plant Oversight

- Oversee daily plant operations to ensure continuous production of safe drinking water in accordance with PA DEP regulations.



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- Ensures proper operation of chemical feed systems, filters, pumps, storage tanks, SCADA, and all treatment equipment.
- Reviews and validates water quality sampling, monitoring, reporting, and laboratory testing.
- Ensures compliance with all DEP reporting requirements, permits, and sanitary surveys.
- Develops and updates Standard Operating Procedures (SOPs) for treatment plant processes.
- Maintains accurate records for state reporting, inspections, and internal documentation.

Water Distribution System Management

- Directs the installation, maintenance, repair, and replacement of mains, hydrants, valves, curb stops, service lines, and meters
- Oversees distribution mapping, valve-exercising programs, unaccounted-for water reduction initiatives, leak detection, hydrant flushing, and PA One Call compliance.
- Evaluates pressure zones, flow studies, and system hydraulics to maintain system reliability.
- Ensures field crews follow safety regulations, including trenching, confined space, and traffic control.

Regulatory Compliance & Reporting

- Serves as or supervises the system's licensed ORC; ensures all regulatory deadlines are met.
- Oversee CCR preparation, emergency reporting, monthly operating reports (MORs), and DEP notifications.
- Coordinates inspections and corrective actions from DEP, engineers, and third-party auditors.

Capital Planning & Asset Management

- Develops and manages long-term water system capital improvement plans alongside Borough Manager.
- Works with engineers, contractors, and consultants on plant upgrades, main replacements, tank repairs, instrumentation, and mechanical improvements.
- Oversees asset management, inventory systems, and preventative maintenance programs.

Staff Supervision & Leadership

- Supervises all water plant operators and distribution personnel; assigns work, evaluates performance, ensures adequate staffing.
- Coordinates training, certification development, and safety programs.
- Reinforces internal policy requiring Class E operators for process-control decisions and ensures compliance with all Borough operating policies.

Customer Service & Interdepartmental Coordination

- Responds to resident concerns regarding water quality, pressure issues, and service line problems.
- Works closely with the Borough Manager, Public Works, Code Enforcement, and contractors on infrastructure projects, emergency repairs, and system upgrades.

Emergency Response

- Leads Borough response to water main breaks, plant equipment failures, contamination events, and after-hours emergencies.
- Develops and maintains emergency procedures, redundancy plans, and DEP-required emergency response protocols.

Budgeting & Administration

- Assist the Borough Manager in preparing and managing the water operating budget and capital budget.



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- Oversees procurement, parts inventory, contractor coordination, and recordkeeping.
- Prepares periodic reports for the Borough Council and the Borough Manager.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or GED required; associate or bachelor's degree in engineering, water technology, environmental science, or related field preferred.
- (B) Minimum **5 years of experience** in water treatment or water distribution, with at least **2 years in a supervisory, lead operator, or management role**.
- (C) Experience with surface water treatment, SCADA systems, hydraulics, and distribution operations preferred.

Necessary Knowledge, Skills, and Abilities:

- (A) Thorough knowledge of water treatment principles, water chemistry, filtration processes, and DEP regulatory requirements.
- (B) Strong understanding of distribution system components, maintenance practices, and field operations
- (C) Ability to lead and supervise operators, technicians, and contractors.
- (D) Ability to analyze operational data and make process-control decisions.
- (E) Strong communication skills; ability to interact professionally with staff, vendors, regulators, and the public.
- (F) Aptitude for troubleshooting mechanical, electrical, and control system issues.
- (G) Ability to work in adverse conditions and be available for after-hours emergencies.

SPECIAL REQUIREMENTS

- (A) Possession of a valid Pennsylvania Driver's License.
- (B) **Possession of or ability to obtain a PA DEP Class A, or B, and/or Class E Water System Operator Certification.**
 - Must obtain the required certification(s) within a timeframe agreed upon by the Borough based on experience and DEP requirements.
- (C) Ability to respond to emergencies at any time, including nights, weekends, and holidays.
- (D) Must pass background checks required by Borough policy.

TOOLS AND EQUIPMENT USED

Water treatment plant process controls, SCADA terminals, chlorinators, pumps, chemical feed systems, lab testing equipment, backwash systems, generators, mobile radios, laptops/tablets, and safety equipment.



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PHYSICAL DEMANDS

Must be able to lift up to 75 pounds; stand, walk, climb stairs and ladders; work in confined spaces and outdoors in all weather. Must be able to respond to alarms or emergencies during off-hours.

WORK ENVIRONMENT

- Work is performed in both treatment plant and field settings.
- Exposure to chemicals, hazardous materials, moving mechanical equipment, noise, and extreme weather.
- Must follow all Borough safety policies and DEP treatment safety standards.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

GENERAL CRITERIA

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.

The successful candidate must successfully pass a background investigation, including criminal history, employment history, education history, credit check, etc.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the employer's needs and job requirements change.