

Water System Manager

Department: Public Works

FLSA Status: Non-Exempt

Pay Grade: 109

Job Summary

Operator in Responsible Charge (ORC) of both the Water Treatment Plant and the Water Distribution System for the Town of Crested Butte.

Management and Operational Duties and Responsibilities

1. Manage the Town's Waterworks, including the raw water conveyance infrastructure, water treatment, and distribution systems. This position will carry the title of Operator in Responsible Charge (ORC) of the relevant drinking water systems.
2. Develop and manage annual budget and capital improvement plan in coordination with the Director of Public Works.
3. Manage all water treatment processes including chlorine, pH, testing, analysis, adjustment, troubleshooting, calibration, and repair/replacement of equipment and system elements as required.
4. Hire and train water system operators and cross-train wastewater operators.
5. Organize and participate in weekly on call duties for both the water and wastewater systems.
6. Manage Backflow Prevention program.
7. Oversee all ordering of chemicals, parts, and supplies as required; ensure appropriate inventory is maintained.
8. Manage utility locate requirements for water and sewer infrastructure.
9. Manage and oversee the emergency response and repairs of water and sewer infrastructure.
10. Operate a variety of heavy equipment including tool-cat, mini-excavator, backhoe, and loader.
11. Composes periodic and special reports on work performed.
12. Stay informed on current developments in the industry and attend the required training.
13. Respond to questions and concerns from the public.
14. Ensure that safe work practices and procedures are followed and that appropriate safety equipment is utilized by all staff members.

15. Work closely with all other departments and divisions within The Town and assist with other Public Works and Town projects as assigned.

Required Knowledge and Skills

- Knowledge of CDPHE, Federal, and Town codes, policies and regulations.
- Knowledge of principles and practices in the operation and maintenance of water plant and distribution system instrumentation, piping, electrical (low and high voltage), and mechanical systems.
- Knowledge and skills in safety practices and procedures; basic first aid.
- Knowledge and skills in standard office and water system administrative practices and procedures including SCADA, Word, Excel, PDF, and record keeping systems.
- Skill in recognizing unusual, inefficient, or dangerous operating conditions and taking appropriate action.
- Knowledge and skill in operating computerized and mechanical equipment to control plant processes.
- Knowledge and skill in reading and interpreting construction plans, diagrams, and specifications.
- Skill in directing, inspecting and evaluating the work of assigned staff.
- Skill in establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

Minimum Job Requirements

- Equivalent to a high school diploma and five years of experience in managing the operation and maintenance of a water treatment facility and distribution systems.
- Must possess a valid Colorado Driver's License or obtain one within six (6) months of the date of employment.
- Town of Crested Butte required Colorado Certifications
 - Class B Water Operator
 - Class 2 Distribution Operator
 - ABPA Backflow Prevention Assembly Tester or obtain within (1) year of the date of employment.
 - Class C Wastewater Operator or obtain within (2) years of the date of employment.
 - Class 1 Collection System Operator licenses or obtain within (1) year of the date of employment.

Town of Crested Butte

Job Description

Background Investigation

Employment is contingent upon the results of a comprehensive education/experience background investigation and a criminal history record check.

Medical Examination

Employment is contingent upon the results of a physical examination performed by our examining physician. A pre-employment drug test is part of the examination.

Working Conditions and Physical Effort

Strength and physical ability to perform duties in a plant setting, including operating light and medium vehicles, hand and power equipment; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds of force; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Reasonable accommodations may be made to enable individuals to perform essential function of the job.

Work is subject to on-call status and recall in the event of an emergency.

Work is subject to performance under adverse environmental conditions, with exposure to potentially hazardous chemicals, fumes, gases, and moving mechanical machinery.

The Town of Crested Butte is an Equal Employment Opportunity Employer.

This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.

Revised 7/16/2025