

## OPERATIONS MANAGER

**General Statement of Duties** - Directs the construction, operations and maintenance activities of the Operations Division, including the water supply sources, treatment facilities, pumping and distribution system; does related work as required

**Supervision Received** - Works under the general supervision of the General Manager who assigns projects, reviews work for effectiveness and conformance to Board policies

**Supervision Exercised** - Exercises full supervision over the Water Treatment and Distribution Sections; evaluates work performance and makes decisions in selection, discharge, and personnel actions

### Essential Job Functions

1. Exercises management over the Operations Division resulting in the efficient use of equipment, materials and labor and effective asset management
2. Prepares reports, calculations, studies, and analyses related to water treatment plant functions, water system operations, maintenance and improvements
3. Recommends and develops objectives, plans, and policy changes to reflect emerging needs for operations and regulatory compliance.
4. Prepares and maintains operations risk management and emergency action plans
5. When assigned by the General Manager, acts as utility liaison for consultant-prepared or contractor-constructed projects
6. Coordinates and administers utility safety program
7. Develops specifications and administers the purchasing of capital equipment and materials
8. Manages lands within the watersheds controlled by the Water Board for water quality assurance and timber production
9. Assumes division fiscal responsibility by participating in the preparation of and operating within an approved annual budget
10. Demonstrates exemplary leadership and maintains positive, cooperative, and effective working relationships with Water Board staff, other organizations, and the general public
11. Follows all federal and Oregon OSHA safety rules and procedures for work areas
12. Must possess a valid driver's license upon hire; obtain valid Oregon driver's license within 30 days of hire and have acceptable driving record.

**Auxiliary Job Functions** – Provides assistance to other personnel as workload and staffing levels dictate, maintains knowledge and proficiency by attending training and meetings, and reading materials; maintains work areas and vehicles in a clean and orderly manner

## **Job Qualification Requirements**

**MINIMUM EXPERIENCE AND EDUCATION** – A minimum of five years of progressively responsible experience in the practice of water utility treatment and distribution operations and maintenance; two years of supervisor experience or education; graduation from senior high school or GED program; graduation from a two-year college or university with an Associate's Degree in Science, Water System or Civil Engineering Technology, or related field.

**MINIMUM SKILLS AND ABILITIES** – Extensive knowledge of regulations, methods and techniques as applied to construction, operations and maintenance of municipal water treatment and distribution systems; skill in making computations and estimates, ability to critically review varied types of professional and sub-professional engineering products; ability to develop and administer public works contracts in compliance with public purchasing laws; proficient with application software and use of personal computers; ability to formulate and administer programs which optimize asset management; ability to develop and maintain a positive, team-oriented working relationship with Water Board staff; maintains a professional appearance; maintains a courteous attitude toward customers and the general public; or satisfactory equivalent combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties

**SPECIAL REQUIREMENTS/LICENSES** – Possession of a valid Oregon driver's license and acceptable driving record at time of hire; Ability to obtain Oregon Water Treatment and Distribution Level III Certifications within agreed upon timeframe at time of hire.

**DESIRABLE QUALIFICATIONS** – Bachelor's Degree in Engineering, Science, Business Administration or related field

**Physical Requirements of Position** – While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, communicate, reach, and manipulate objects, tools, or controls; the position requires mobility on uneven and varying terrain; duties may infrequently require moving of materials weighing up to 25 pounds; manual dexterity and coordination are required over 50 percent of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment; other activity and types of duties performed require ability to use personal protective equipment such as respirator mask, steel-toed boots, chaps, etc.

**Working Conditions** – Usual office working conditions – the noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises; frequently, duties take place outside buildings with exposure to all types of weather conditions on a year-round basis, including exposure to traffic, dirt, oil, grease, fumes, noise, and chemicals; entry into confined spaces is required on an infrequent basis; position is subject to emergency on-call response after normal duty hours on a rotational and as-needed basis; may require working on weekends and holidays; as employees in this position must be readily available in a timely manner to address operational and customer service needs, a residency requirement applies to this position which requires new employees to obtain permanent residency that provides a 40 minute response time to the Water Board Service Center at 2305 Ocean Blvd., Coos Bay, Oregon 97420 prior to the end of the trial period.