

Job Title <b>OPERATIONS MANAGER</b>	Job Code <b>0020</b>
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Department	EEO Code	EEO Category	FLSA Status	Hours/Week	Full Time	Part Time
Operations	0020	FIRST/MID OFFS MGRS.	Exempt	40	XXX	N/A

**SUMMARY:**

Under the direction of the Assistant Superintendent, responsible for supervising and coordinating the activities of Operations personnel, monitoring the plant operation & process, enforce regulatory requirements and permit compliance, and coordinating any activities involving other plant departments. Independent judgement to accomplish the work with accountable results is expected. Possessing skills in leadership, communication, conflict resolution, critical thinking, problem solving and time management.

May be required to work additional hours when necessary and as required, without additional compensation as the workload dictates.

*Women and minorities are encouraged to apply.*

**ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- Reviews operational reports and initiates action when necessary
- Coordinates and carries out special jobs and projects in the areas of process, operations and maintenance as assigned.
- Inspects plant frequently to determine operational efficiency and maintenance activities, and initiates corrective action when needed.
- Provides guidance and direction to the Operations Supervisors.
- Oversees the staffing of the Operations Supervisory personnel.
- Proficient in the use of computers and software including Excel, Word and database processing software.
- Compiles data and prepares operational reports for regulatory agencies.
- Reports all problems to the Assistant Superintendent immediately.
- Thorough knowledge, complies, directs, implements, and enforces all agency policies, procedures and rules, written or otherwise, at all times.
- Complies with all agency policies, procedures and rules, written or otherwise, at all times.
- Must demonstrate a thorough knowledge of all plant equipment and operations in a wastewater treatment facility.
- Communicate effectively and coherently with internal staff, external contacts, visitors and the general public. Ability to satisfactorily understand and carry out oral and written directives.
- Reviews and comments on all plans for construction, repair, or replacement of any plant components.

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- Comply with and enforces all safety requirements including but not limited to wearing of all required safety equipment. Follow safety policies and regulations; take appropriate action in cases of serious and unusual incidents and emergencies.
- Oversees emergency or unscheduled work to assure appropriate follow through.
- Operations Manager will be available on call 24 hours /7 days per week
- Performs all other duties as assigned required by the Superintendent or Assistant Superintendent

**QUALIFICATIONS:**

- High school diploma, GED certification, or trade school certificate, diploma, or degree required.
- College degree in Biology, Chemistry, Environmental Science, Engineering, or related field preferred.
- Possession of an S-3 wastewater treatment license; S-4 license is preferred.
- Valid driver's license
- Minimum of 5-10 years' experience as an operator, and minimum of 5 years' experience as an operational supervisor in a medium to large wastewater treatment facility.

***Applicants who possess an equivalent combination of education and experience listed above may be considered.***

## SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Hours/Week	Full Time	Part Time
Operations Manager	0020	Operations	40	XXX	

GROUP I (Number of hours in an 8-hour day)		Intermittent	Constant		
Sitting		>4			
Standing		>3			
Walking		<1			
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	50 lbs		X		
Carrying up to	50 lbs		X		
Pushing up to	50 lbs		X		
Pulling up to	50 lbs		X		
GROUP III	N/A	Occasionally	Frequently	Continuously	
Squatting		X			
Bending		X			
Kneeling		X			
Reaching		X			
Twisting		X			
Crawling		X			
Ladder Climbing		X			
Stair Climbing		X			
Other Climbing	X				
GROUP IV	N/A	Occasionally	Frequently	Continuously	
Walking on rough ground		X			
Exposure to changes of temperature or humidity			X		
Exposure to dust, fumes or gases		X			
Being near moving machinery			X		
Working from heights	X				
Exposure to Infectious Diseases		X			
Driving			X		
Mental Alertness				X	

**OTHER CHARACTERISTICS:**

May use any or all of the following equipment:

Travel: N/A

Additional Physical Demands: