

Position Description

Class Title: Field Operations Manager

Department: Operations

Supervisor: General Manager

Position Description: Under general administrative direction, assists the General Manager in planning, organizing, directing, coordinating and evaluating the activities and programs of the water and wastewater systems, maintenance and pretreatment; supervises all personnel assigned to water and wastewater systems, maintenance and pretreatment; oversees in-house construction, repair, and maintenance of water treatment, water distribution, sewer collection and sewer treatment infrastructure and facilities; oversees vehicle and facilities maintenance; oversees the pretreatment program; and performs related work as required at the direction of the General Manager.

Supervisory Responsibilities: All operational and supervisory staff working within the Water Treatment Plant, Distribution, Wastewater Treatment Plants, and Collections departments of GMWSS.

General Duties and Responsibilities:

- Ensures safety and the well-being of all staff.
- Develops, implements, and leads all GMWSS employee safety protocols and programs with the Human Resources Specialist, General Manager, and Safety Team.
- Assists with planning, organizing, directing, coordinating and evaluating the construction, operation, and maintenance of the water production and distribution system, and wastewater collection and treatment systems.
- Supervises construction, maintenance and operation of the water and wastewater systems, and pretreatment program.
- Works with federal and state agencies to ensure compliance with laws and administrative regulations.
- In concert with the General Manager, collaborates with customers, city and county officials, contractors, industries, and others regarding utility systems.

Collaborates with consultants, engineering staff, and/or operations staff on the following:

- Operations and maintenance of all GMWSS infrastructure.
- Installation/construction of infrastructure within the GMWSS system(s).
- Manages all GMWSS vehicle and equipment fleet.
- Assists with establishment and implementation of preventive maintenance programs; ensures compliance with preventive maintenance programs after implementation.
- Coordinates and/or completes reporting and communication with regulatory agencies.
- Assists with personnel-related issues, including employment, training, promotion, and disciplinary actions.
- Participate in the development and administration of the GMWSS Annual Operating and Capital Budget.
- Ensures adequate inventory of materials, supplies, and spare parts.
- Recommends training programs for employees.
- Ensures accurate time records for Department Supervisors and all operations staff.
- Responds to and oversees emergency situations.

- Approves Leave Requests and scheduling for operational departments.
- Completes annual Performance Evaluations for all direct reports and reviews Performance Evaluations for all operations staff.
- Ensures implementation of all company policies with respect to all operations staff.
- Attends engineering and construction meetings.
- Attends Wellhead Protection Meetings.
- Attends and participates in Board Meetings.
- Assists with preparation of all Operations and Maintenance Budgets.
- Maintains efficiency within Microsoft Office suite.
- Performs all other duties assigned by the General Manager.

Minimum Qualifications:

Education and Experience:

- High School Graduate/Diploma.
- Ten years of progressive water and/or wastewater industry experience.
- 7 years of progressive supervisory experience.
- Class IV Water Treatment, Water Distribution, Wastewater Treatment, and/or Wastewater Collections License.

Special Knowledge:

- Knowledge of federal, state and local laws, administrative regulations, and local ordinances relating to water treatment and distribution and wastewater collection and treatment.
- Knowledge of operation and maintenance of equipment related to the water and wastewater utilities.
- Knowledge of construction equipment and equipment used in the operations of a water and wastewater utility.
- Knowledge of the design of water and wastewater facilities.
- Knowledge of safety standards as applied to water and wastewater utility construction, operations and maintenance.
- Knowledge to provide input on estimates of costs for various construction projects
- Knowledge to provide input on plans and specifications related to water and wastewater system improvements.
- Knowledge of wastewater pretreatment
- Knowledge of vehicle and equipment maintenance

Skills and Abilities

- Water line construction and operation.
- Sewer line construction and operation.
- Pump Station construction and operation.
- Water treatment plant construction and operation.
- Wastewater treatment plant construction and operation.
- Ability to plan, implement, and supervise the short- and long-term work needs of a water and wastewater utility operation.
- Ability to communicate effectively orally and in writing with management and staff and regulatory agencies.

- Ability to prepare and submit operational reports on a timely basis.
- Ability to maintain positive working relationships with staff, contractors, consultants, and regulatory officials.

ADDITIONAL REQUIREMENTS:

Physical Demands of the Job: Work may be performed in the office (indoor) and field (outdoor) in all weather conditions. Work may require intermittent standing, walking, stooping; physical labor, operation of vehicles and equipment.

Special Licensing Requirements: Must possess and maintain a valid driver's license. Class IV Water Distribution, Water Treatment, Wastewater Collection, and/or Wastewater Treatment licenses is required.

Drug and Alcohol Testing Requirements: Must participate in mandatory drug and alcohol testing as a condition of employment and continued employment.

Additional Requirements: Must be able to respond to emergency situations at all hours.

Overtime Provision: Exempt.