

Director of Operations Job Description

Role:

Performs leadership with the supervision and direction of the organization. Oversees the operation and staff of the Operations Division, develops short and long-term strategic plans; implements policies, procedures, and budgets; evaluates and adjusts operations for the effective operation of the Authority. This position reports to the Deputy Director; supervision is exercised over assigned departments.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Provides direction of operational project development, review, and implementation throughout the Operations division.
 - Provides guidance to direct reports; evaluates employee performance and makes recommendations for changes and goals.
 - Monitors departmental performance and recommends or makes changes to procedures and personnel.
 - Directs development and review of all operational policies and procedures to ensure safety, compliance, efficiency, and effectiveness of all Authority operations.
 - Reviews and assists with procurement of goods and services for the Authority.
 - Performs research regarding methods of process improvement to ensure best practices, safety compliance as well as utilization of all operations technology.
 - Assists with the implementation of emergency and contingency planning.
 - Coordinates and communicates with regulators and outside parties for Water, Wastewater, and Maintenance operations.
 - Perform other duties as assigned by the Deputy Director.
-

Minimum Qualifications

- Bachelor's degree in business, environmental science, or engineering.
 - At least four (4) years of experience in management and leadership.
 - Knowledge of the operation and maintenance of water and sewer facilities.
 - Valid driver's license in the Commonwealth of Virginia.
 - Registration as a Professional Engineer or a Licensed Operator preferred.
-

Additional Information:

- This is a supervisory position that requires the supervision of the Water Operations, Wastewater Operations, and Maintenance departments.
- The position typically requires working Monday through Friday from 7:30 a.m. to 4:30 p.m. with a one (1) hour lunch break.
- This position requires some attendance at night and weekend events.

Working Conditions:

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employee sits most of the time and may walk or stand for long periods of time.
- This classification involves occasional physical agility requirements such as climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions, and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas, and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Occasional
Up to 50	Seldom
Over 50	None

Environmental Exposures	
Work near moving mechanical parts	None
Work in high, precarious places	None
Toxic or caustic chemicals	None
Outdoor weather conditions	None
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

Employment Eligibility/Work Authorization Requirements:

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

Condition of Employment:

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Date Signed

Signature