

Water Operations Manager

Job Description

Role: Performs work managing the Water Operations Department and overseeing operations of water systems operated by the Authority. This is a supervisory position that involves a variety of administrative and support functions related to the operations of the water facilities. This position is also responsible for developing, maintaining, and documenting procedures and managing workload assignments for the department. This position reports to the Director of Operations.

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.

- Oversees and supervises department personnel which includes hiring, training, planning, assigning and scheduling their duties; directing, coordinating and evaluating their performance; rewarding and disciplining; addressing complaints and resolving problems. Coordinates oversight and supervision responsibilities with the Water Operations Supervisor.
- Prepares, interprets, and enforces departmental and organizational policies, procedures, and guidelines; makes effective independent decisions representing day-to-day issues that do not require team discussion, input, or agreement.
- Manages operational control and safety of all department equipment and activities to maximize utilization of resources.
- Prepares and monitors the departmental and related budgets.
- Coordinates the purchase of supplies and equipment necessary to complete department tasks; manages capital purchases and projects in assigned areas.
- Assists other departments upon request to investigate all water operation concerns.
- Oversees the collection of water samples as required for regulatory compliance.
- Manages treatment, production, distribution, and maintenance operations to ensure compliance with standards applicable to local, state, and federal regulations.
- Coordinates maintenance and repair activities within all operational assigned areas.
- Sets up and negotiates service contracts.
- Establishes and maintains direct communication with local and state health officials; attends meetings and represents the Authority at various state and federal levels.
- Maintains assigned vehicle.
- Confers with the Smith Mountain Lake Water Treatment Facility (SMLWTF) joint management team on issues related to jointly owned or operated areas, including financial, engineering, and other needs of the facility; prepares periodic activity reports for joint management team.
- Works with management staff to foster a culture of integrity, teamwork, and collaboration.
- Perform other duties as assigned by the Director of Operations.

Minimum Qualifications:

- Bachelor of Science degree in a water-related field preferred with at least five (5) years related experience and/or training in the operation of water production and delivery, with two (2) years of experience in a management or supervisory capacity in a Class II water production and distribution facility, or equivalent combination of education and experience.
- A valid Virginia driver's license and comply with the Authority's Vehicle and Equipment policy.
- Must hold a minimum certification in Virginia with a Class II water operator's license.
- Must be proficient in Microsoft Office®.
- Ability to establish and maintain effective working relationships with SMLWTF joint management team, co-workers, employees, departments, governmental entities, and the general public.
- Must possess strong human relations, communications, and mathematical skills to communicate effectively, both orally and written, with all parties involved.
- Ability to analyze situations and data appropriately and adopt or recommend appropriate courses of action.
- Must possess strong organizational, analytical, and prioritization skills to be able to coordinate the activities of subordinates and manage multiple projects simultaneously.
- Management skills to effectively train and manage staff on policies, procedures and systems.
- Ability to develop, review, and recommend processes and procedures for the assigned area while considering impact on the assigned area, the division, and the organization.
- Thorough knowledge of the principles and practices involving the treatment, production and distribution of surface and well water for a potable water supply.
- Other skills and knowledge that demonstrate the ability to do the job.

Additional Information:

- This position has direct supervisory responsibility for all Water Operations Department personnel.
- This position typically requires working Monday through Friday from 7:30 a.m. to 4:00 p.m. with a thirty (30) minute lunch break. This position is subject to being on-call during the off-hours. Position is considered essential personnel.

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 but may walk or stand for long periods of time.
- This classification involves frequent 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	Frequent
Up to 50	Occasional
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Occasional
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.

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

Print Name

Date Signed

Signature