



Department: Water Operations  
Pay Band: # 8  
FLSA Status: Exempt

## Water Operations Assistant Manager

### Job Description

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**Role:** Under the general supervision of the Water Operations Manager, this position is responsible for assisting with the management of the Water Operations Department. 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 Water Operations Manager. In the absence of the Water Operations Manager, this position will serve as the acting Water Operations Manager.

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### 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.*

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- Assist with performing supervisory responsibilities for hiring, training, planning, assigning, and scheduling personnel duties; directing, coordinating and evaluating staff performance; assist with rewarding and disciplining; addressing complaints and resolving problems.
  - Exercises continual leadership to focus efforts on priorities, training, developing, and communicating with assigned staff. Assists with preparation, interpretation, and enforcement of 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.
  - Assists with preparation and monitoring of the departmental and related budgets and purchasing.
  - Assists other departments and customers with investigating all water operation concerns.
  - Oversees the collection of water samples as required.
  - Coordinates with Water Operations Manager on management of 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.
  - 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.
  - Works with management staff to foster a culture of integrity, teamwork, and collaboration. Perform other duties as assigned by the Water Operations Manager.
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## Minimum Qualifications:

- Bachelor of Science degree in a water-related field preferred with at least five (5) years of related experience and/or training in the operation of water production and delivery in a Class II water production and distribution facility, with two (2) years of experience in a management or supervisory capacity preferred, 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 upon hire.
- Must be proficient in Microsoft Office®.
- Ability to obtain a category six right-of-way and aquatic application pesticide licenses from the state of Virginia within one year of hire.
- Ability to establish and maintain effective working relationships with 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.

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## Additional Information:

- This position has direct supervisory responsibility for assigned personnel within the Water Operations Department.
- 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. Shifts may be altered as found necessary. Weekend and holiday work may be required. This position is subject to being on-call during the off-hours. Position is considered essential personnel.

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## 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 little of the time and 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	Seldom
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Frequent
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