

# Operations Manager

## Northeast Texas Municipal Water District

PO Box 955 • 4180 FM 250S • Hughes Springs, TX 75656

### Submittal Deadline

September 29, 2020

### Job Description

Under supervision of the General Manager, supervises a seven-day operation of all water treatment facilities for the production of treated water that meets or exceeds all applicable health standards, and performs related duties as required.

### Major Responsibilities

- Supervises the operation of all water treatment facilities of the District to include actual operation, control, service, repair and maintenance of associated plant equipment. Develops standard operating procedures, directs, schedules and supervises the daily activities of plant maintenance and operation including service and maintenance of associated plant equipment as well as coordinating the activities for process control.
- Provides day-today leadership and guidance to staff to ensure the proper, safe and efficient operation of all the water treatment plants of the District. Schedules and assigns treatment plant employees' duties, conducts operator training to ensure proper and safe plant operation, maintains time sheets, handles routine personnel matters of employees, interprets and explains personnel policies and procedures. Is responsible for annual employee evaluations for plant performance. Assures plant is staffed appropriately at all times.
- Ensures maintenance of complete plant records including maintenance records and work schedules. Is responsible for daily logs, monthly reports and annual reports which include but are not limited to: Consumer Confidence Report (CCR), annual reporting to state agencies such as Texas Water Development Board (TWDB) and Texas Commission on Environmental Quality (TCEQ). Maintains the Districts Drought Contingency Plan and Water Conservation Plan. Interacts with the executive office for a variety of accounting and operational matters. May need to complete a variety of technical research and reports. Is the main contact with vendors and engineers for any project the District undertakes.

Assists in the preparation of the annual budget, as well as analyze cost and methods to stay within budget.

- Procures materials and equipment and manages chemical inventory for efficient treatment. Performs and insures standardized physical and chemical analysis necessary for optimal treatment.
- Monitors water demands and establishes and implements an effective preventative maintenance program. Supervises operation of all raw water pump stations, all pipelines, and rights-of-way. Investigates water quality complaints.
- Performs other duties as instructed.
- Will be available for 24-hour emergency calls. Responds to emergency situations as required including those occurrences after normal working hours including weekends and holidays.

### **Knowledge, Skills and Abilities**

- Good knowledge of the principles of chemistry, hydraulics and pneumatics of mechanical and electrical principles.
- Knowledge of local, state and federal laws and regulations pertaining to the production, treatment, storage and transmission of potable water, including safe Drinking Water Act and relevant EPA and TCEQ regulations.
- Be able to analyze complex operational problems, evaluate alternatives, recommend and/or implement effective courses of action.
- Ability to establish and maintain effective working relationships with employees and the general public.
- Effectively supervise the work of assigned employees.
- Possess good administrative, communication, and organizational abilities.

### **Environmental Factors, Activity Levels and Equipment**

- The duties and responsibilities are generally performed in a water treatment environment. The position involves sitting (up to 6 hours per day), frequent standing, frequent walking, frequent climbing stairs and ladders, light to heavy lifting (up to 50 lbs.), light carrying, frequent bending and reaching, keyboarding, and telephone operation. It often requires an irregular work schedule and overtime hours. Specific physical conditions require frequent work with chemicals, tools, machinery, moving mechanical parts, etc. The duties and responsibilities are performed both indoors and outdoors. Moderate to heavy exposure to sun, dirt, dust, pollen, odors, wetness, humidity, biological hazards, rain, temperature and noise extremes, hazardous materials and chemicals, machinery, moving mechanical parts,

vibrations, electric currents, traffic hazards, and water hazards are common. Performs and reviews work at locations that involve hazardous environments requiring the physical ability to wear and work using personal protective equipment (PPE) that meet or exceed guidelines such as established by OSHA which may result in some physical discomfort due to temperature, dust, odors, chemicals and noise. The position may require work in confined spaces, on ladders and rooftops, and in adverse weather conditions with appropriate training. The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

### **Education and Experience**

- College education preferred from an accredited college or university in a related field and a minimum of five years experience in water treatment processing roles including operation and maintenance of facilities utilizing electric pumps and motors with at least two years of supervisory level experience.
- Texas Commission on Environmental Quality (or predecessor agency) Class A Water Operator's Certificate of Competency in surface water production required.
- Must possess a high school diploma or GED.