

Manager –Operations & Distribution

Class Title

Manager –Operations & Distribution

Salary

Job Description

JOB SUMMARY

The Manager- Operations & Maintenance is responsible for the operation and maintenance of the water distribution, water production and reuse pump stations and reuse facility. Ensures operation and maintenance of multiple water systems across multiple pressure zones to provide reliable service and protection of public health. Responsibilities include; staffing for operations & maintenance; budgeting management for operation and maintenance and capital improvement funds, initiating, reviewing and coordinating CIP projects, and coordinating performance and efficiency measurement.

ESSENTIAL FUNCTIONS

- Supervises, selects, develops, trains, determines compensation and evaluates personnel.
- Applies water system design, maintenance and repair.
- Forecasts, allocates, and monitors the human, physical and financial resources for the assigned area.
- Develops and executes Operations & Maintenance budgets.
- Evaluates, develops, recommends and implements departmental policies and procedures.
- Inspects and oversees facilities to ensure safe, efficient operations. Identifies operational deficiencies and recommends solutions. Coordinates operations, maintenance activities, and emergency response with other groups and support staff.
- Evaluates complex data to assess, verify and prepare various regulatory technical and managerial reports. Performs regulatory liaison activities; reviews and disseminates operational data for master planning, design, and maintenance purposes, and ensures resources are distributed efficiently.
- Plans and directs mechanical preventive and corrective maintenance programs. Oversees complex repairs to existing mechanical equipment.
- Coordinates and oversees complex equipment demolition and installation.
- Develops and participates in conceptual planning efforts and coordinates with consultants to evaluate, research and recommend new processes and equipment.
- Inspects all construction activities.
- Attends preconstruction meetings with developers, municipalities and other utilities.
- Responds to locate requests.
- Develops maintenance schedules and requirements for all equipment. Determines procedures for maintenance, installation, modification and repair

of equipment. Evaluates work in progress, and upon completion, determines the quality and timeliness of assignments.

- Oversees maintenance contracts and ensures contractual obligations are met.
- Authorizes material & equipment purchases consistent with CLSUD procurement policies.
- Establishes and maintains effective working relationships and public relations.
- Performs other duties as assigned.

DECISION MAKING

- The Manager- Operations & Maintenance limited supervision.
- Supervises assigned staff.

MINIMUM REQUIREMENTS

- Associate's Degree in Environmental Science, Engineering, Business Administration or related field from an institution accredited by a recognized accrediting agency; or
- Six years' of progressively responsible Industrial, Water or Wastewater experience including three years' experience in a management or supervisory capacity.
- Class "B" Water Operator License from TCEQ, or must be able to obtain within one year from date hired.
- Valid Class "C" Texas Driver's License.
- Demonstrated expert-level skills in operations and maintenance, regulatory requirements, and effective management skills.
- Demonstrated organizational and public relations skills.

Instrumentation & Controls

- Six (6) years of progressive experience in SCADA, DCS and Process Instrumentation of a large industrial facility including three (3) years of supervising personnel and budgetary management experience.
- Proficient with desktop business applications, including Excel, Word, PowerPoint, Visio, and Access.
- Five (5) years of progressive system administration, use and operating experience of Supervisory Control and Data Acquisition (SCADA), Distributed Control System (DCS) and Programmable Logic Controllers (PLC).
- Certification from Instrumentation Society of America.

Mechanical Maintenance

- Six (6) years of progressive experience in the mechanical maintenance of a industrial facility.

PREFERRED QUALIFICATIONS

Production Control Center Facility

- Six (6) years of progressive experience in water hydraulics, pumping equipment, and piping delivery systems.
- Familiarity with technical and engineering principles of existing infrastructure and water distribution practices.

JOB DIMENSIONS

- Ability to work hours other than the regular daytime schedule such as shift work, on call, or emergency response situations.
- Ability to establish and maintain effective and cooperative professional working relationships and participate in projects regarding the facility to include community relations and professional associations.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work hours other than the regular daytime schedule such as shift work, on call, or emergency response situations.
- Proficient in the use and application of computer software packages which include, word processing, spreadsheet, database and computerized maintenance management systems.
- Contact with internal and external customers, executive management, consultants, contractors, vendors and regulatory agencies.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical requirements include lifting up to 50 pounds occasionally. Working conditions are in an office and field environment. Field environment working conditions include frequent exposure to inclement weather; wastewater; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; heavy traffic; deep excavations; and animals, snakes and poisonous insects. May be required to comply with requirements as specified in applicable regulations for personal protective equipment, including clearance for use of respiratory protection and other associated equipment. May operate a company vehicle.