

## **Broad Creek PSD Job Description**

**Job Title:** Operations Manager

**Department:** Operations

**Reports To:** General Manager

**FLSA Status:** Exempt

**Salary Hiring Range:** \$83,720-\$105,000 DOQ

**Job Description Summary:** Directs the provision of safe, economical, and reliable water and sewer service in the district. Assures all district operations are in accordance with district, DLLR, OSHA, and DHEC regulations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Directs the operation of district's collection and distribution system, three deep water wells, water towers, and the wastewater treatment facility.

Plans, directs, and supervises the activities of all plant and field emergency repair and maintenance projects. Coordinates with outside vendors, including electricians, contractors, and engineers, for any required project assistance.

Makes purchasing decisions based on district operational and capital needs, budget, vendor and management input.

Develops and recommends capital projects and priorities for needed repairs and improvements to the district infrastructure to the General Manager.

Recommends and implements approved fiscal budget for general plant and field operations; and for approved capital projects. Makes operational decisions within budget framework. Adjusts operational activities and spending decisions to accommodate unforeseen infrastructure emergencies.

Reviews operating reports and personnel feedback, and directs the resolution of operational and maintenance problems to ensure minimum costs and prevent operational delays. Monitors all phases of problem resolutions to satisfactory conclusion.

Compiles, stores, retrieves data for monthly, quarterly, and annual DHEC reporting. Ensures all required reports are submitted accurately and on time.

Oversees the Broad Creek's compliance with all required district, DHEC, OSHA, and DLLR safety, licensing, water and wastewater quality standards and regulations. Updates operational procedures for changes when needed. Enforces compliance through training and monitoring,

Stays informed on all changes and additions to district, town, county, state, and federal standards, rules, regulations, and laws that pertain to the operation of a wastewater treatment plant, and collection and distribution system. Directs the implementation of all such changes and additions.

Develops and implements all district plans including risk management, security assessment, spill prevention, safety, water line chlorination, and standard operating procedures.

Reviews laboratory testing results and makes needed operational adjustments.

Corresponds with Fire Dept. on hydrant flows. Issues work orders to field staff on needed hydrant repairs.

Provides information to appropriate personnel to accurately respond to customer calls concerning problems with the quality of the district's water and sewer service.

Performs any additional duties as assigned by General Manager.

On call 24/7 for district emergencies.

### **Supervisory Responsibilities**

Manages and advises four subordinate supervisors who supervise a total of 12 employees in the Plant Operations Department, Field Operations Department and Maintenance Department. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Competencies**

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

### **Education and/or Experience**

Bachelor's degree in public health, engineering, or related field plus five years experience in a water, wastewater treatment facility; or nine years equivalent education and training in the field of water, wastewater treatment operations.

### **Language Skills**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Apply formulas specific to water/wastewater conversions.

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of SCADA software; Nexgen software; Internet Explorer, Weatherlink software; Microsoft Excel Spreadsheet software and Microsoft Word Processing software.

## **Certificates, Licenses, Registrations**

Current Driver's License; Class C Water Distribution Operator's Certification and Class D Wastewater Collection Operator's Certification. Class B Biological Wastewater Operator's Certification and Class C Water Treatment Operator's Certification. Safety Training Certificate, CPR and First Aid Training Certificate.

## **Other Skills and Abilities**

Knowledge of principles and practices of a tertiary activated sludge wastewater treatment plant. Ability to interpret SCADA RTU input information. Ability to operate a backhoe, compost screener, and skid steer loader. Familiarity with mechanical operation of pumps, engines, hydraulics, toxic gas monitor, lawn care equipment, small power tools, CI2/NH3 systems and alarms.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to walk. The employee is occasionally required to talk, hear, smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and toxic or caustic chemical