



LAKEHAVEN WATER AND SEWER DISTRICT Job Description

POSITION TITLE WATER OPERATIONS MANAGER (LEVEL 20)	
DEPARTMENT: WATER OPERATIONS	SUPERVISOR: GENERAL MANAGER
FLSA STATUS: EXEMPT	INCUMBENTS(S):
SII CODE: 5306	REVISION DATE: 2019-01-17
REPRESENTED BY: NON-REPRESENTED	REVIEW DATE: 2019-01-17

JOB SUMMARY:

Subject to the policies established by the Board of Commissioners and direction of the General Manager, is responsible for coordinating, planning, and directing the District's Water Operations Department on a daily basis, ensuring that programs and projects are performed in accordance with District standards and state/federal regulations. Supervises and evaluates the performance of employees within the Water Operations Department.

Work is generally performed with little or no supervision.

ESSENTIAL JOB FUNCTIONS:

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Works with the General Manager to develop the goals, objectives, plans and programs necessary to manage the Water Operations assigned functions.
- Works with the General Manager and other department managers to ensure District policies, programs, and improvements projects are carried out effectively and efficiently.
- Responsible for development and oversight of the Water Operations' Maintenance and CIP budgets, including control over departmental expenditures.
- Interacts on behalf of the District with local, state, and federal regulators, public organizations, and citizens, or commissions as necessary or required.
- Coordinates contracted services with independent contractors, consultants, equipment manufacturers and other external private or public entities to develop and maintain the department's infrastructure.
- Directs and establishes Department operating standards and controls pursuant to state and federal statutes, regulations, and District goals; Works with section managers/supervisors to ensure standards are met.
- Meets Department objectives through direct and indirect supervision of staff performing analytics, operating, administrative, water production, water quality, water distribution, and maintenance duties.
- Participates in personnel actions for the department such as hiring, leaves, overtime, transfers, promotions and separations; Administers and recommends disciplinary actions as appropriate.

- Provides staff training as needed to support department activities.
- Establishes and maintains routine reports to ensure accountability and optimal performance for all department functions.
- Ensures employee orientation, training and safety programs are carried out by each section within the Department.
- Oversees the implementation of safety programs for the Department.
- Performs problem solving in conjunction with system operations, maintenance, and development.
- Operates and assures the operation of the Water Production and Treatment plants are in accordance with all regulatory standards.
- Reviews operating data and records for conformance to permits.
- Coordinates major maintenance/construction related projects with Engineering.
- Notifies the Department of Health (DOH) of the implementation of water treatment plant upgrades & changes and emergency notification pertaining to all water quality issues. Certifies monthly water treatment and production reports to DOH.
- Attends and makes presentations at Board of Commissioner meetings and other meetings as needed throughout the community.
- Serves as project manager for assigned capital projects, coordinating design, construction and start-up of new and/or rebuilt facilities.
- Serves as contract administrator for Water Operations related services.
- Plans for and manages activities of subordinate supervisors, field, and professional staff related to water resource management, water storage and production, water treatment, water quality, various maintenance programs and maintenance projects.
- Ensures the most efficient use of District resources and measures this against set Department goals and budgets.
- Consults with engineers and manufacturers concerning equipment operation and maintenance, new equipment design and/or modifications to existing equipment.
- Assigns equipment and personnel for operation of the department.
- Reviews requests for material and equipment purchases.
- Develops short and long range Department plans and objectives consistent with District goals.
- Researches and prepares reports based on current water production, use, storage, water quality, and operations activities.
- Manages the water quality/water production program, Wellhead Protection Program, and other programs as assigned.
- Coordinates and administers the annual development of the Consumer Confidence & Water Use Efficiency reports.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- As directed by the General Manager, responds to inquires from the press and public, and ensures the establishment of procedures relating to public statements on behalf of the department - contacts with other agencies and political bodies must be consistent with the District's overall policies and procedures.
- May assist and/or participate in negotiation of labor agreements and provide assistance in the preparation of contract proposals and preparation of statistical/analytical reports in support of negotiations.
- As directed by the General Manager, performs District-wide administrative functions and, when appropriate, assigned duties of the General Manager in the incumbent's absence.
- Ensures that all hiring, disciplinary and supervisory practices in the department are in accordance with the District's overall policies and procedures and labor agreements.
- Reviews department's organizational structure and functional relationships and recommends to the General Manager appropriate changes to ensure an effective and efficient operation of the department.
- Makes recommendations for needed improvements to the physical facilities of the department.

EDUCATION AND EXPERIENCE:

- Bachelor or Masters degree in a science or engineering discipline with an emphasis in water resources, hydrogeology, environmental engineering or other closely related fields.
- A professional engineering or hydrogeology license issued by the State of Washington is highly desired.
- Seven (7) years of water operational experience including ground water & surface water production and treatment along with experience in distribution system maintenance with a minimum of four (4) years in a supervisory capacity.
- Must have a "Water Distribution Manager 4 Certification" from Washington State Water Operator Certification Program, or the ability to obtain within the minimum required state guidelines.
- Water Treatment Plant Operator 2 or higher is highly desired.
- Experience working with the Department of Health or similar regulatory agencies.
- Capital Improvement Program experience, including project management development and implementation.

KNOWLEDGE SKILLS AND ABILITIES:

- Thorough understanding and working knowledge of modern management techniques and principles.
- Knowledge of the Federal Safe Drinking Water Act, State Drinking Water Regulations and laboratory/field methods for chemical and bacteriological analysis of drinking water.
- Demonstrated ability to manage complex and multi-disciplinary projects.
- Knowledge and skills in engineering, hydrogeology, and groundwater/surface water chemistry and biology.
- Advanced analytical skills to assess trends and develop strategies for action.
- Proactive problem solving skills and the ability to enhance creative talents of subordinates.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, contractors, vendors, regulatory agencies, and the general public.
- Must be competent using a basic personal computer and using windows based software to produce spreadsheets and files for maintenance reports.
- Ability to develop and write clear and accurate technical reports.
- Ability to make decisions concerning work assignments, staffing priorities, objectives and operational procedures.
- Demonstrable working knowledge of development, forecasting, analysis and monitoring of operating and capital budgets.

- Ability to make effective presentations on complex subjects at public meetings including Board of Commissioners meetings and various other meetings throughout the community.
- Knowledge of construction, operation and maintenance of wells, surface and groundwater treatment plants, pumps & motors and the skill and ability to direct adjustments in water treatment, water quality monitoring and pilot treatment tests.
- Familiar with Emergency Management Practices.

GENERAL REQUIREMENTS:

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate excellent written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

MANAGERIAL REQUIREMENTS:

- Oversee and direct the work of subordinates in work unit in accordance with guidelines set by department manager.
- Conduct timely annual Employee Performance Reviews (EPRs) of employees in work unit.
- Plan, organize and/or supervise the work of subordinate employees.
- Delegate responsibilities, as appropriate, to subordinate managers and staff for effective and efficient operation and management of the District.
 - Establishes individual performance goals and standards for subordinate managers/supervisors and conducts periodic performance reviews.

SPECIAL REQUIREMENTS:

- Must have a valid WA State Driver's license.
- First Aid and CPR Card.

WORK ENVIRONMENT:

- Work is generally performed in an office environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.
- Work may at times be required to be performed in an environment consisting of loud noises, biological agents, chemical hazards, and odors.
- Ability to work in or around confined space areas.
- Requires visual and hearing acuity and manual dexterity.
- Ability to withstand exposure to variable weather conditions.

MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:

- Equipment utilized includes laboratory equipment; miscellaneous hand and power operated tools and equipment associated with treatment plant maintenance and repair; vehicles including small and full size pick-up trucks, single and tandem axle dump, forklift, boom truck; and standard office equipment (computer, copier, fax, phone, etc.) and software (Windows, Outlook, Word, Excel, PowerPoint, etc).

- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places and in outside weather conditions; occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- Personal Protective equipment (PPE's) shall be comprised of all PPE's associated with chemical, confined spaces, and atmospheric conditions common in the work place. Level of PPE protection will be determined by District and safety guidelines.
- Able to wear and use a respirator (tight fitting negative and positive pressure type).

PHYSICAL DEMANDS:

N: Never (not at all)

O: Occasional (1-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

STRENGTH: Sedentary Light Medium Heavy Very Heavy

	Frequency	Comments	
Sitting	F		
Standing	F		
Walking	F		
Driving	O		
Lifting: 25 lbs.	O		
Carrying: 25 lbs.	O		
Push/Pull: 25 lbs.	O		
Climbing Stairs/Ladders	O		
Working at Heights/Balancing	O		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	O		
Crawling	O		
Reaching	O		
Repetitive Motion	F		
Handling/Grasping	O	50% Pinch Grasp	50% Whole Hand Grasp
<i>Comments for line above:</i>			
Fine Finger Manipulation	F		
Talking	C		
Hearing	F	75% Indoors	25% Outdoors
Seeing	C		
Temperature Extreme	O		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.