

Operations Manager Position

Job Description

Under direction of the Board of Directors, the Operations Manager oversees the daily operations, maintenance, and compliance of water treatment systems, pump station plants and distribution systems. This role ensures safe, consistent potable water delivery, manages technical staff, oversees budget, financials and infrastructure improvements, and maintains compliance with local, state, and federal regulatory standards.

Requirements

DUTIES:

- Operate heavy equipment, machinery, and specialized equipment used in the operation and maintenance of the water system.
- Install, read, test and repair water meters, hydrant testing and maintenance of water distribution apparatuses.
- Maintain water pumping and storage facilities.
- Perform routine and preventative maintenance of vehicles and equipment. Assist with major equipment maintenance and repairs as needed.
- Perform on-call duties as assigned.
- General mechanical, plumbing and electrical repair and diagnosis.
- Reading and comprehending maps, diagrams, regulations and policies.
- Operate SCADA system.
- District geography and street locations.
- Environmental standards and compliance requirements.
- Use safe working practices in the performance of duties.
- Perform office related tasks as needed such as customer payments and service applications.
- Perform other related duties as required.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Work as part of a crew, or alone, whose primary responsibility is to water line laying, maintenance, and repair.
- Maintain regular, predictable and punctual attendance.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Ability to work under adverse weather conditions.
- Ability to read simple maps and drawings, pick up trash, keep storage areas clean, orderly, and in safe working conditions.
- Knowledge of safety regulations to work safely with equipment used in utility maintenance work.
- Experience working with various types of equipment including pumps, generators, backhoes, service trucks, mowers, wrenches, hand and power saws, hammers of various sizes, grinders, shovels, and drills.
- Must have a working knowledge of hand tools, ability to work on water lines without contaminating to public water supply.

CERTIFICATES AND LICENSES REQUIRED:

- TCEQ Class C Water Distribution and CSI licenses are required. Class B or A licensed preferred.
- A valid Class C Texas motor vehicle driver license and the ability to maintain a satisfactory driving record.
- 10+ years of related water distribution and supervisory experience is preferred but not required.

Pay Range: \$37.00-\$40.00 (Depends on qualifications and experience)