

PORTAGE COUNTY Water Resources

TITLE: Operations Manager

JOB OBJECTIVES: Under the supervision of the Director, incumbent is responsible for managing the Operations Division of the Department including drinking water plants, distribution systems, wastewater plants, wastewater collection systems system and monitoring laboratory.

ESSENTIAL JOB FUNCTIONS:

- Supervise, schedule, assign work and direct the Operations Division Supervisors and their subordinates.
- Oversee and monitor all phases of the Operations Division.
- Ensure the treatment processes and operations meet all Ohio EPA and Federal NPDES Permit Requirements, and Regulations.
- Manage all laboratory areas, certification, quality control, water team TQM.
- Manage record keeping programs, computer programs, EPA/government agency report preparation and submittals.
- Assist Department personnel in technical studies, projects, pretreatment, and process control.
- Plan and implement permanent and capital improvements with other Divisions and consulting services.
- Oversee and assist in the long term development of PCWR water systems.
- Prepare reports and annual budgets.
- Manage the preparation of EPA reports, internal violation reports, compliance forms, logs, and other materials as required.
- Develop and administer programs, policies, and procedures for the Operations Division of PCWR.
- Prepare special reports for Director and Commissioners.
- Keep current in area of responsibility by attending training, skill development seminars, conferences and agency meetings.
- Demonstrate regular and predictable attendance.
- Operate a motor vehicle as needed to perform the essential functions.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Equipment: Ability to use the following equipment: vehicle, office equipment, computers, calculator, laboratory instruments, and water treatment telemetry instruments.

Critical Skills/Expertise:

- Knowledge of supervisory principles and practices.
- Knowledge of Department goals, objectives, and functions.
- Thorough knowledge of County and Department policies and procedures.

- Ability to interpret or seek out available resources to obtain accurate information on policies, guidelines, and operating procedures.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of drinking water and wastewater treatment facilities, equipment and systems.
- Knowledge of EPA regulations and Federal, State, and local requirements.
- Knowledge of safety practices and procedures.
- Knowledge of computerized monitoring and data acquisition programs.
- Knowledge of public budgeting and accounting methods.
- Knowledge of laboratory analysis of water, wastewater, and biosolids.
- Ability to communicate effectively and professionally, both orally and in writing.
- Ability to perform data acquisition and mathematical analysis.
- Ability to define problems, collect data, establish valid conclusion, and plan of action.
- Ability to perform statistical analysis and calculations.
- Ability to read, interpret and use technical manuals.

Job Standards: Bachelor's degree in engineering, natural science, chemistry, biology or related field and five years of supervisory experience in drinking water and wastewater systems and knowledge in laboratory procedures preferred. Possession of an Ohio Water Operator License and Wastewater Operator License, one of which shall be a minimum of a Class III. Must have a valid Ohio Driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

II. DIFFICULTY OF WORK

Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures.

III. RESPONSIBILITY

Manager develops operational guidance for the drinking water system, wastewater system and lab allowing for procedures and methods to attain objectives. Errors in work are readily detected in the normal course of work by standard checking, resulting in little or no difficulty in loss of time to correct.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent has contact with co-workers, employees in the Department, and the general public. The purpose of these contacts is to ensure the operation of wastewater systems, drinking water systems, and lab meet permit and certification as required by Ohio Environmental Protection Agency.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical Requirements: Incumbent performs heavy work which may require lifting up to fifty (50) pounds occasionally. Ability to operate a motor vehicle.

Physical Activity: Incumbent performs the following physical activities: fingering, talking, hearing, standing, climbing, walking, balancing, stooping, reaching, lifting, carrying, driving, and pushing pulling.

Visual Activity: Incumbent performs work where the seeing job is close to the eyes.

Job Location: Incumbent works inside with occasional exposure to outside weather conditions.

SUPERVISORY FUNCTIONS:

- **Planning:** Incumbent plans for staffing needs for the operation of the drinking water systems, wastewater systems and lab sections of the Operations Division.
- **Organizing:** Incumbent directs and compiles, schedules for the operation of the drinking water systems, wastewater systems and lab sections and coordinates work loads of subordinates to complete work effort.
- **Budgeting:** Incumbent prepares and revises the Operations Division budget based on input of Supervisors.
- **Directing:** Incumbent supervises and directs the activities of supervisors and their subordinates.
- **Instructing:** Incumbent instructs supervisors and their subordinates on policies, procedures, goals, and objectives.
- **Setting Standards:** Incumbent establishes and approves quality and quantity standards of operations work by use of schedules, deadlines, and work quotes.
- **Reviewing:** Incumbent operational work efforts for conformance with County and Ohio EPA standards.
- **Training:** Incumbent provides or arranges for training on technical issues.
- **Counseling and Discipline:** Incumbent responds to and resolves unit grievances at steps one and two of the grievance process and resolves personnel conflicts of the division staff.
- **Appraising performance:** Incumbent evaluates supervisors annually, and establishes guidelines for performance for each employee.
- **Other Personnel Functions:** Incumbent interviews and selects individuals for hire, approves leave time requests and evaluates supervisors frequently during probation.

Direction and/or Guidance Received: Incumbent receives direction and guidance from the Director when needed.
