

JOB DESCRIPTION

Job Title: Production Operations Manager
Reports To: General Manager
FLSA Status: Exempt
Department: Production Operations
Date: May 24, 2022

Salary Range: TBD, based on experience

Summary:

Plan, manage, direct, and coordinate water production and wastewater operations including water and wastewater treatment systems and facilities, SCADA operations, preventive maintenance operations, construction, repairs, and contractors.

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

- Oversee daily operations of water and wastewater treatment plants to include ensuring regulatory compliance, treatment processes, disinfection, and analysis of water quality.
- Analyze and monitor distribution system water quality.
- Oversee daily operations and regulatory compliance of water quality laboratory.
- Ensure the proper planning, design, scheduling, and construction of water and wastewater treatment operations and maintenance projects.
- Review and prioritize operations, repair, and maintenance work orders for water and wastewater treatment operations.
- Oversee the operation, maintenance, and enhancement of the Supervisory Control and Data Acquisition (SCADA) System to deliver monitoring and control capabilities for water and wastewater facilities and distribution.
- Assist in the establishment and implementation of operating policies and procedures.
- Regularly confer with the General Manager on matters of policy and short and long term planning.
- Prepare and make recommendations for the water treatment, wastewater treatment, and laboratory operations' budgets, including personnel, equipment, and projects.
- Produce and maintain required governmental compliance records and reports, including monthly and annual state reporting requirements and the Consumer Confidence Report.
- Plan, manage, direct, and coordinate the company's emergency response plan.
- Oversee and administer department's annual budget and scheduling requirements.
- Personally investigate complaints, claims, reports of poor water quality and vandalism, and take the necessary actions to correct situation.
- Meet with officials of state, county, and special districts as required to coordinate water and wastewater treatment operational requirements.
- Remain current with trends and innovations in water and wastewater treatment methods and techniques, preventive maintenance operations, and laboratory operations.
- Prepare reports and correspondence as required by the position.
- Perform other tasks as designated by supervisory personnel.

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/Experience:

Bachelor's degree (BS) from an accredited four-year college or university; or seven (7) years of related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret technical procedures, professional journals, written procedures, and instruction manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to develop presentations and written materials for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and boards of directors.

Math Ability:

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to calculate geometrical factors such as proportions, area, circumference, and volume.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Database Software, Work Order Processing, Word Processing, Excel, E-Mail, Internet Software.

Other Knowledge, Skills, & Abilities:

None required for this position. Additional specialized training may be required.

Certificates and Licenses:

Valid State of Texas Driver's License. Texas Class C Water Operator Certificate and a Texas Class C Wastewater Certificate.

Supervisory Responsibilities:

Supervise non-supervisory and supervisory employees in water, wastewater, and laboratory operations and other support services. Carry 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.

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 occasionally exposed to work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Demands:

The described physical demands 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 regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Please send resume and application to:

Aqua Water Supply Corporation

Attn: Human Resources Manager

P. O. Drawer P

Bastrop, Texas 78602

Or send via e-mail to: careers@aquawsc.com