

POSITION DESCRIPTION
GENERAL MANAGER
HOLMES HARBOR SEWER DISTRICT

POSITION OVERVIEW:

Located on Whidbey Island, the Holmes Harbor Sewer District (HHSD) is seeking a General Manager to manage the plant operations and administrative responsibilities. The General Manager is responsible for meeting the needs of HHSD customers and community, and ensure the surrounding waterways are protected.

The successful candidate will possess a WWTP Operator II certification at a minimum and be in the process of acquiring the Operator III certification and have a proven track record in managing the operations of a small to mid-size treatment plant and collection system. Experience in finances and fiscal management and the ability to maintain a positive relationship with customers and the community is required.

The General Manager reports to the Board of Commissioners and is responsible for ensuring the Commissioners are informed about current industry practices and knowledgeable about the District's day-to-day operations in successfully managing the plant.

ESSENTIAL FUNCTIONS:

The essential functions and primary responsibilities listed are intended only as examples of the type of work performed by the General Managers position. The omission of specific duties does not exclude them from this position. Examples of essential functions:

- Oversee the completion of the day-to-day operation and maintenance tasks performed by personnel at the treatment plant and the collection system.
- The Plant Manager initiates, coordinates, and is responsible for all procedures required for management, operation and maintenance of the wastewater collection system and treatment plant. The wastewater system will be operated in accordance with all requirements of the Department of Ecology, Island County Health Department, County, State and Federal standards as required by Chapter 90-48 RCW Water Pollution Laws as amended, and National Pollutant Discharge Elimination System Waste (NPDES).
- The Plant Manager will ensure compliance and operate the Holmes Harbor Sewer District (HHSD) Treatment Plant Laboratory in accordance with the provisions of Chapter 173-50 WAC. The Plant Manager will meet all requirements of the Department of Ecology for maintaining an accredited laboratory with the analytical parameters in the Scope of Accreditation for the Holmes Harbor Laboratory. The Plant Manager will collect and analyze accredited laboratory test of Biochemical Oxygen Demand (BOD), Dissolved Oxygen (DO), pH, Total Suspended Solids (TSS), Fecal Coliform, Turbidity and Residual Chlorine.
- Responsible for testing, inspections, certification, reports, training, emergency response, operation and maintenance of the collection system, wastewater treatment facility and effluent irrigation system.
- Initiates, coordinates and is accountable for the operation and maintenance of the Group III Wastewater Treatment System.

- Schedules calibration and maintenance of instrumentation and telemetry systems.
- Responsible for operating activated sludge processes and solids handling, treatment and disposal.
- Responsible for response to emergency repair.
- Responsible for coordinating personnel to be at the worksite within thirty (30) minutes of notification of a problem that requires on-site operation and maintenance (O&M).
- Attends monthly Commission meetings and community meetings as needed.
- Work with District engineers and help manage upcoming projects.
- Oversees the District's compliance with the Public Records Act and Open Public meeting requirements.
- Supervises the Back-Up Operator, Irrigation Maintenance Technician and Office Administrator.
- Serves as point of contact for all contracted services, service providers and regulatory agencies.
- Manage the revision of laboratory and plant procedure manuals, personnel policies and the best practices of fiscal sustainability.
- Identify additional funding sources such as grants and revision of fee structure.
- Perform special projects as assigned by the Commission President.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Possess a Class III Wastewater Treatment Plant Operator's Certificate of Competency as issued by the State of Washington; or a Class II with the ability to get a Class III within six (6) months.
- Minimum five (5) years of increased responsibility in wastewater collection, treatment, and management.
- Ability to clearly and concisely communicate verbally and in writing, prepare comprehensive regulatory reports.
- Must be competent with Microsoft applications and industry-specific software.
- Must have or be able to acquire a Washington Driver's License within thirty (30) days of employment, have no moving violations in the last three years, and be insurable.
- Must be able to complete a pre-employment background investigation. Proof of certifications will be required.

PHYSICAL REQUIREMENTS:

- Periodically perform strenuous physical activity.
- Ability to lift 100 lbs. occasionally, 50 lbs. regularly.
- Ability to work in a standard office environment, outdoors in all weather elements and travel to various sites and locations.

WORK SCHEDULE:

- Monday – Friday 7am-3pm
- On call as required