



## Job Description

**Job Title: Operations Manager**  
**Division: Operations**

**Classification: 7**  
**FLSA Status: Exempt**

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### **General Summary:**

Overall responsibility for managing and directing the Operations Division to ensure compliance with state statutes, District goals, policies, resolutions and applicable regulations to support high quality, cost-effective and dependable water and sewer service.

### **Reporting Relationships:**

This position reports to the General Manager. This position supervises the Operations Field Supervisor.

### **Essential Duties and Responsibilities:**

- Directs and manages the District's water and sewer system operations, maintenance, and repair.
- Manages regulatory compliance programs with Washington State DOH.
- Manages water intertie balance and coordinates deficit repayment with Covington Water District.
- Identifies and communicates to the General Manager all District needs for water/sewer system repairs, replacements and capital improvements.
- Participates in the preparation of the annual District budget, including capital and extraordinary expenditures.
- Manages the acquisition/purchase of vehicles and heavy equipment, manages replacement schedule.
- Manages various General Services Contracts for District facilities.
- Manages District security keys and tokens.
- Participates and provides comment in plan review process, participates in pre-construction meetings for District Projects and Developer Extension Projects.
- Coordinates annual review of employee performance.
- Participates in final approval of personnel actions, including hiring of new employees, formal disciplinary actions, and separations.
- Reviews timesheets, reviews and approves time off requests for Operations Employees.
- Sits on District Safety Committee and authors updates to safety programs.
- Coordinates emergency preparedness plans, activities, procedures and drills in order to support delivery of critical resources in the event of an emergency or disaster.
- Attends District Board Meetings and provides information and recommendations to the Board of Commissioners
- Represents the District on interagency issues, both agency to agency and agency association levels.
- Resolves escalated customer issues as necessary.
- Performs other duties as needed or assigned by the General Manager.

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## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Specific knowledge of:**

- Principles and practices of management, design, construction and operation of a public water/sewer district.
- Organization, rules, regulations and processes of regulatory agencies.
- Federal, state, and local laws, regulations, ordinances, policies, procedures, and practices related to water and sewer operations.

### **General knowledge of:**

- Project management and controls.
- Fiscal and budget principals, practices, and procedures.
- Human resources and organizational management.

### **Ability to:**

- Make critical decisions involving work assignments, objectives and District operations.
- Interpret and apply District policies and procedures.
- Supervise, evaluate and assist in the training of Operations staff.
- Comprehend construction plans, specifications and maps.
- Efficiently use computer and related software applications.
- Establish and maintain positive and effective working relationships with District staff, customers, consultants, outside agencies, and the public.
- Understand and follow verbal and written directions.
- Communicate effectively, both orally and in writing

**Minimum Experience/Education:** Requires 10 years of management experience in the water/sewer industry or equivalent combination of education and supervisory experience. Valid Washington State driver's license. Water Distribution Manager 3 and Cross-Connection Control Specialist state certification required (or must obtain within 2 years of hire date).

**Physical Requirements:** This job typically requires sitting, balancing, reaching, standing, walking (including construction sites), driving automobiles, speaking, listening, writing, reading and computer utilization.

**Work Environment:** Duties are performed in office and field environments with travel to meetings, conferences, District facilities and construction projects.

**Evaluation:** The Operations Manager will be evaluated annually by the General Manager.

**Other:** Unless agreed upon in a written contract approved by the Board of Commissioners, employment as the Operations Manager with the District is "at will."

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.