

# CABOT WATERWORKS

## Job Description

### **JOB TITLE: OPERATIONS MANAGER**

**REPORTS TO:** General Manager

**SUMMARY:** Responsible for Supervising the daily operation of the water and wastewater treatment plant operation, including financial, technical, personnel, and public relation areas. The Operations Manager will be responsible to ensure all water and wastewater plant operations conform to State and Federal regulations as well as Cabot Waterworks policies. Schedule and oversee operations and maintenance activities for all water and wastewater facilities including wastewater collection system.

### **QUALIFICATIONS:**

Must have the following qualifications:

- Valid Arkansas driver's license
- Significant Supervisory experience
- Must currently hold a Class IV Water Treatment License
- Must currently hold a Class IV Wastewater Treatment License
- Manage multiple projects simultaneously

Skills include:

- Strong Supervisory skills
- Ability to schedule work for 12 months and adjust schedule to meet changing priorities.
- Maintain parts and material inventory.
- Leadership and management skills, take ownership of operations.
- Team building skills
- Working knowledge of MS Office (Excel, Word, Outlook, PowerPoint)
- Knowledge of Arkansas Department of Environmental Quality rules and regulations pertaining to Municipal Water and Wastewater systems, the Arkansas State Plumbing code, and ASTM Standards pertaining to water and wastewater
- Knowledge of Arkansas Department of Health rules and regulations pertaining to Public Water Systems
- Knowledge of process control and treatment equipment in water and wastewater.
- Knowledge of water and wastewater treatment processes.
- Excellent safety record

### **PRIMARY RESPONSIBILITIES:**

- Prioritize, organize, coordinate and supervise daily work assignments and follow up on completing projects timely.
- Ensure Cabot WaterWorks complies with all USEPA, Arkansas Department of Health, and Arkansas Department Environmental Quality Rules and Regulations.
- Initiate the completion of duties without the need of direct supervision by using independent judgment
- Prepare reports and provide information to the General Manager and other staff members
- Analyze water and sewer treatment systems, identify and determine solutions to problems that arise on the job and prepare accurate, comprehensive, clear and concise reports and recommendations.
- Oversee the completion of NPDES, SSO and DMR reports.
- Interpret technical manuals, drawings and schematics.
- Work with State and Federal authorities regarding water and wastewater operations.
- Oversee the job duties of the water and wastewater plant operators.
- Ensure that all guidelines are followed on both water and wastewater treatment processes.
- Recommend training programs for employees to assure a competent and safe work force.
- Confer with staff and employees to ensure customer service, safety and other problems are resolved.
- On-call at all times
- Assist with any water and sewer utility emergency that may occur on or off duty.
- Display honesty and dependability
- Oversee the lab analysis and reporting at both water and wastewater treatment plants
- Perform other job duties as may be assigned.

### **COMPETENCIES:**

1. Leadership – Use interpersonal styles to inspire and guide employees toward achieving their goals. Recognize a job well done to encourage employee empowerment. Exhibit a winning attitude and accept constructive criticism. Walk the talk.
2. Initiative – Self-starter rather than accepting passively. Set goals and take action to achieve them beyond what is required. Be proactive.
3. Problem Solving – Identify problems and develop an effective means to resolve them. Help settle issues.
4. Professional knowledge – Achieve a satisfactory level of professional skills/knowledge in job-related area. Stay on top of current processes to improve. Value others and their willingness to gain additional knowledge.
5. Accountability – Holds self and other accountable for delivering quality results. Convey a sense of urgency about addressing problems and getting corrected in a timely manner. Makes timely decisions and accepts responsibility.
6. Ethics and Integrity – Consistently follow policies and procedures. Build trust and treat everyone consistently and fairly. Encourage open communication. Take action based on the best interest of the company.
7. Teamwork – Cooperate with others and set aside personal interests to focus on team goals. Listen to employees on their point of view. Willing to work with employees to achieve goals.
8. Vision and Strategy – Create and deliver a vision of the future to improve the company's performance. Communicate the vision and strategy.

### **PHYSICAL DEMANDS:**

The physical demands described here 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 is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **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 outside weather conditions. The noise level in the work environment is usually moderate.