

JOB TITLE:		UTILITIES OPERATIONS MANAGER	
Reports to:		District Manager	
Department/Group:		Water / Wastewater	Job Status: Exempt
Location:		Ocala, Florida	Travel Required: No
Applications Accepted By:			
FAX: 352-414-5461 Subject Line: Job Vacancy Attention: HR Department RE: Job Title		MAIL: Bay Laurel Center CDD Attn: HR Department 9850 SW 84 th CT, Suite 400 Ocala, FL 34481	
		PHYSICAL DROP LOCATION: Bay Laurel Center CDD Attn: HR Department 9850 SW 84 th CT, Suite 400 Ocala, FL 34481	
<u>MAJOR FUNCTIONS</u>			
<p>This is a highly professional and administrative position responsible for directing, managing, planning and maintaining the District utilities infrastructure to ensure that water, wastewater, reclaimed water are provided to protect public health and comply with regulatory and environmental requirements. This position is responsible for meeting and exceeding the District’s primary objectives within the operational budget and maintaining a proper capital improvement program. This position must respond to citizen, public official and administrative complaints.</p>			
<u>JOB DESCRIPTION:</u>			
<u>ESSENTIAL FUNCTIONS</u>			
<p>THESE ESSENTIAL JOB FUNCTIONS ARE NOT TO BE CONSTRUED AS AN ALL-INCLUSIVE STATEMENT OF ALL DUTIES PERFORMED. INDIVIDUALS MAY BE REQUIRED TO PERFORM OTHER JOB RELATED MARGINAL DUTIES AS ASSIGNED, INCLUDING WORKING IN OTHER FUNCTIONAL AREAS TO COVER ABSENCES OR RELIEF TO BALANCE THE EXISTING WORK LOAD BETWEEN STAFF. INDIVIDUALS ARE REQUIRED TO REPORT TO WORK AT THE APPOINTED HOUR, AS SCHEDULED, AND WORK THE ENTIRE ASSIGNED SHIFT.</p>			
<u>UTILITY OPERATIONS MANAGER</u>			
<p>1. FISCAL AND OPERATIONAL MANAGEMENT</p> <ul style="list-style-type: none"> • Develops short and long range goals, objectives, and proper strategies to meet future demand on the water and sewer systems infrastructure while monitoring and updating the Asset database for equipment and infrastructure conditions. Incorporates information into the five-year Capital Improvement Plan (CIP). • Reports findings to the District Manager and the Board regarding the condition and adequacy of facilities and equipment and accountable for the quality of operations, compliance and proper future planning for the District. • Oversees the initiation, implementation and review of all budgetary and fiscal matters within the immediate scope of responsibility. • Prepares, reviews, and administers yearly and long-range operational budget plans to ensure optimum efficiency and effective use of revenues. • Assists in designing and writing specifications for plant expansion, equipment replacement and 			

rebuilding or the planning and scheduling of construction projects.

- Manages the GIS software.
- Participates in development of policy, programs, plans or procedures.
- Studies work process to determine most effective methods to perform as essential tasks.
- Participates in conferences and board meetings.

2. REGULATORY COMPLIANCE

- Supervises the maintenance of records and completes the preparation of operation reports and correspondence.
- Supervises professional and technical subordinates responsible for laboratory checks and tests and field samples are collected as required.
- Coordinates activities with community and regulatory agencies.

3. FACILITY AND SYSTEMS OPERATIONS

- Oversees water treatment plants, distribution systems, wastewater collection systems, treatment plant, and effluent disposal systems.
- Inspects facilities and directs or takes corrective action for operational, mechanical, or electrical malfunctions.
- Reviews, evaluates and administers activities related to implementing major repairs, alterations, additions and improvements to facilities.
- Maintains and monitors data related to equipment performance and water use.
- Coordinates and schedules work activities and programs of the department to ensure the maximum effective utilization of the plants and equipment.

4. PERSONNEL MANAGEMENT

- Recommends selection, promotion, discharge, and other appropriate personnel actions.
- Evaluates guidelines for development of professional and technical training and industrial safety training programs for all personnel and assures effective program implementation and administration.
- Directs activities of department employees, resolving problems with creative solutions and maintaining motivation.
- Regularly supervises a number of staff, either directly or indirectly, including but not limited to assigning, directing, reviewing and evaluating work performance, providing on-the-job training, hiring, promoting and issuing discipline.
- Ensures the training of operational personnel and maintenance of licensure requirements of all personnel either directly or indirectly.
- Maintains and enforces departmental rules and regulations in keeping with personnel rules, regulations, and policies.
- Investigates and works to resolve personnel problems that may arise and recommends course of action.
- Establishes measurable goals and objectives for subordinates.
- Directs all operational personnel; plans and schedules personnel to ensure the maximum effective utilization of the District's resources.
- Reviews work of subordinates and initiates corrections and improvements, as required, to maintain distribution of potable water and collection of non-potable water; trains and instructs subordinates; and, coordinates the training of operational personnel either directly or indirectly.

5. MISCELLANEOUS

- Operates as a front-line position and provides excellent customer service, in-person or by telephone, to members of the community and other employees.
- Involves possible exposure to toxic chemicals, fumes, or particles and/or blood, body fluids, or tissues through contact with injured workers and plant processes.

Non-Essential Job Functions

- Performs general custodial work to keep work area clean and orderly.
- May enter data onto work orders.
- May perform data entry into computer.
- May assist in cross training of other plant and field personnel.
- Attends training and continuing education sessions.
- May be required to transport, mix, handle or use hazardous materials (other than cans of gasoline, batteries, pumping fuel or access to normal janitorial cleaning materials) or may be responsible for facilities or equipment carrying current, fluids or gas that could endanger the public or other employees.
- Provides first aid and cardiopulmonary resuscitation (CPR) in emergency situations.
- Will be required to respond under emergency conditions.
- Performs other related duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public, third parties, and other District employees. Individuals are expected to be professional and courteous at all times. Service is provided in person or by phone contact.

SUPERVISION

This position is to report directly to the District Manager. This position is highly responsible for supervising and the safety of all operation employees. Provides continual work guidance, review of work product, and resolution of work problems.

PHYSICAL DEMANDS

- Periodically be required to sit, climb, balance, stoop, kneel, crouch, or crawl.
- Regularly be required to stand, walk, and drive.
- Work requires physical strength and agility sufficient to safely perform all essential job functions including the ability to occasionally lift, carry, push, or pull 50 pounds without assistance.
- Special vision requirements (with or without correction) are close, distance, depth perception, peripheral vision, ability to focus and distinguish color.
- Frequent use of hands to handle or feel.
- Ability to verbally communicate with others.
- Acceptable hearing (with or without hearing aid).
- Must have ability to smell and detect odors that could be associated with the job.
- Work requires the use of respiratory protection including self-contained breathing units in compliance with Occupational Health and Safety Administration (OSHA) regulations. Employees

will be required to pass these testing's on an annual basis.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

ENVIRONMENTAL CONDITIONS

The work environment characteristics described below are representative of those an employee may encounter while performing the essential functions of their job:

- Works inside office/laboratory conditions.
- Periodically exposed to wet or humid conditions causing the working environment to develop uneven and slippery working surfaces.
- Works outside in various weather conditions to include extreme heat or extreme cold temperatures.
- Susceptible to various odor, fumes or airborne particles.
- Exposed to moving mechanical parts.
- Will require exposure to hazardous conditions and toxic chemicals.
- Work may require exposure to prolonged high noise levels.
- Risk of exposure to electrical shock and vibration.
- Occasionally works in high precarious places such as the elevated levels both inside and outside of storage tanks.
- Works in confined spaces in compliance with Occupational Health and Safety Administration (OSHA) regulations.
- May be required to attend meetings outside regular work hours.

REQUIREMENTS PERTAINING TO EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS

(A comparable amount of training, education, or experience can be substituted in lieu of certain minimum qualifications)

UTILITIES OPERATIONS MANAGER

Accredited high school diploma OR possession of an acceptable equivalency diploma	Required
Valid Florida driver's license	Required
American Red Cross CPR/First Aid Certificate	Required
Base required license/certification	<ul style="list-style-type: none"> • Dual certification in water and wastewater treatment plant operations, with an advance certification (Class "A") in both water and wastewater treatment plant operations, as issued by the Florida Department of Environmental Protection <u>OR</u> Graduation from an accredited college or university in related field <u>OR any equivalent combination of education, training, and experience.</u>

	<ul style="list-style-type: none"> • Backflow Prevention Assembly Testing • Backflow Repair Certificate
Total license/certifications	4
Experience (years)	<ul style="list-style-type: none"> • Five (5) years progressively knowledgeable and responsible utilities supervisory experience.

JOB SKILLS AND MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The following are requirements representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyzes, and interprets highly complex business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to maintain routine distributions and collection records.
Ability to conduct presentations, tours, and training for education, safety and operations.
- Ability to effectively convey information and respond to questions of managers, clients, customers and the general public both orally and in writing.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to establish and maintain an effective working relationship with supervisors, co-workers, residents, officials and the general public.
- Ability to cross train and instruct personnel.

Mathematical Skills

- Ability to calculate figures and amounts such as percentages, area, volume, circumference and proportions.
- Ability to apply mathematical operations to such tasks as frequency distribution, determinations of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis..
- Ability to apply concepts of modern algebra and geometry.

Problem Solving Ability

- Able to resolve problems involving several concrete variables in standardized situations.
- Ability to analyze plant equipment, tools, material and lift station problems and take corrective action.
- Functions independently as an expert in matters of rules, policy, analysis or complex technical systems.

Specialized Skills

- Working familiarity with local, state and federal regulations governing water treatment and wastewater treatment operations.
- Possess a basic knowledge and understanding of cleaning, maintenance, safe working practices, mechanical, electrical, and hydraulic principles for water and/or wastewater plant operations.

- Demonstrated pump-mechanical aptitude; ability to inspect machinery and other equipment in operations and the ability to detect flaws and malfunctions in operations.
- Must exercise good judgment regarding use of equipment, tools and materials.
- Ability to read meters, charts and other information related to the field accurately, to document and maintain records, and to perform chemical and mathematical equations and analysis accurately.
- Must be motivated self-starter and take initiative with completion of projects prior to being assigned.
- Ability to assist in the implementation of work plans, programs and procedures.
- Ability to deliver projects on time and within budgets.
- Ability to simultaneously handle multiple projects.
- Considerable knowledge of Department of Transportation (DOT) rules and regulations on operation of construction equipment on roadways.
- Thorough knowledge of occupations hazards, necessary safety precautions, and related laws, rules, and regulations through Occupational Safety and Health Administration (OSHA)
- Ability to work with engineers, architects, contractors, and manufacturers for construction of new facilities or modifications to existing facilities.
- Ability to read, understand and work from engineering maps, drawings, blueprints, and sketches.
- Ability to remain calm in stressful situations.
- Ability to work rotating holidays and emergency call outs.
- Knowledge of governmental budget procedures and able to track operational spending to stay within the District's budget.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needs, and considering larger organization or team goals rather than individual concerns, including but not limited to the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

Employee will be required to be proficient in utilizing and operating the following equipment to perform his/her job satisfactory:

- Computer and various office equipment (telephone, calculator, etc.)
- Standard trade tools (both hand held and electrical)
- Various meters, volt meters, pumps and analyzers
- Weight scales, drying oven, microscope and other laboratory equipment
- Blower
- Will operate and maintain heavy construction equipment, including backhoes, cranes, fork lifts and other associated water and wastewater equipment.
- Motor Vehicle

Additional Notes:

- Pre-employment medical examination required.
- Satisfactory pre-employment drug screening.
- Due to the nature of the industry, optional Hep B vaccination series is offered.

- Employee could work with the use of a respiratory protection including self-contained breathing units in compliance with Occupational Health and Safety Administration (OSHA) regulations. In this event, he/she would be required to pass these testing's on an annual basis. In this event, the use of respiratory protective equipment may require the employee to be clean-shaven.

ACKNOWLEDGEMENT OF JOB DESCRIPTION

Acknowledgment and receipt of said job description, this _____ day of _____ 20 _____.

Employee is being hired / transferred for the position of **Utilities Operations Manager**.

Employee Printed Name

Employee Signature

DFWP/EEOC/ADA

Reviewed By:	Crystal House, Office Manager	Approved By:	Crystal House
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