



PO Box 19656
Happy Jack, AZ 86024-0656

Vacancy Announcement & Job Description: General Operations Manager
Blue Ridge Domestic Water Improvement District

Post Date: August 2, 2021 First Review Date: _____

Job Type: Full-time

Reports To: BRDWID Board of Directors

Schedule: Monday- Friday, 8:00 AM-4:30 PM. Hours will vary frequently based on operational needs

Pay Rate: Compensation and benefits based on experience and qualifications

POSITION SUMMARY

Under policy direction from the Board of Directors, to serve as General Operations Manager of the Blue Ridge Domestic Water Improvement District (BRDWID), performs professional work of considerable difficulty supervising and administrating the operational and budgetary functions, maintenance, repairs, and capital improvements of the water system, and serves as the primary interface to the customers of the BRDWID; perform related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the typical types of duties required by the General Operations Manager. Other duties may be assigned as reasonably expected.

- Manages staff, facilities, and outside services to efficiently provide and maintain safe, clean, and affordable drinking water to the communities it serves.
- Directs the maintenance, repair and disposal of water district facilities, infrastructure, plant equipment, and vehicles.
- Adheres to rules, regulations, and standard operating procedures of the improvement district.
- Ensures water system is operated to meet all regulatory requirements of US EPA, ADEQ, DWR, and other federal, state, and local regulatory agencies.
- Reviews testing and water sampling to ensure the water system operates within regulatory requirements. Properly publishes (postings on bulletin boards, website, etc) all annual testing and water quality reports to inform customers.
- Creates and maintains the Emergency Operations Manual.
- Serves as backup to Field Operations Technician to perform duties of a system Operator, maintaining compliance with ADEQ and US EPA
- Prepares and monitors annual budget.
- Prepares and implements annual maintenance schedule.
- Negotiates outside service agreements to achieve operational efficiency and economy while complying with Arizona purchasing regulations.

- Plans and coordinates maintenance/construction projects.
- Creates current and long-range goals, objectives, plans and policies for approval by the Board of Directors. Provides continuous improvement opportunities to the Board.
- Creates reports and operating data with performance metrics for the improvement district; ensures that appropriate measures are taken to correct unsatisfactory results.
- Communicates clearly and concisely, both orally and in writing. Attends and participates in Water District Board Meetings and community meetings; prepares and presents reports.
- Establishes relationships with the customers and communities the water system serves. Maintains an effective system of communications throughout the organization and community.

QUALIFICATIONS

To perform the General Operations Manager position successfully, an individual must be able to perform each essential duty in a satisfactory manner. 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 essential functions.

EDUCATION AND/OR EXPERIENCE

A Bachelor of Science (B.S.) degree from an accredited college or university in business and/or technical management with an emphasis in science and at least five (5) years of experience in progressively responsible professional water system operation with a minimum of two (2) years of experience at a managerial level. Experience with administration of water utility operations desired; or any combination of education, training, and experience which demonstrates the ability to perform the essential duties of the position.

Applicants with an equivalent combination of education, training, and experience that would likely provide the knowledge, skills and abilities to successfully perform in this position are encouraged to apply.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

Considerable knowledge of:

- Function, operations, and maintenance of water distribution systems and related equipment including pumps, valves, tanks, and meters.
- Current State and local regulatory requirements for Grade 2 water systems.
- Water sampling techniques.
- Laboratory testing protocols and interpretation of results.
- Budgeting procedures, financial analysis, and accounting procedures.

Working knowledge of:

- Principles and practices for positive supervision, vendor/outside services management, and project management.
- Interpretation of readings from metering devices.

- Computerized billing and financial reporting procedures.
- Reading plans and specifications.

Skills in:

- Contract negotiation
- Project management
- Laboratory procedures and proper collection procedures for samples

Ability to:

- Manage material and human resources
- Respond to emergencies on a 24-hour basis
- Plan, review, and direct the work of others
- Use independent judgment and initiative with a minimum of supervision
- Work safely and support the culture of workplace safety
- Prepare operational, regulatory, and financial reports
- Effectively handle lifting various objects weighing up to 60 lbs.
- Work outdoors in varying weather conditions
- Establish and maintain effective working relationships with employees, customers, other agencies, and the communities the water system serves.
- Follow written and verbal instructions
- Communicate effectively both verbally and in writing.
- Operate a vehicle observing safe driving practices.
- Operate standard office equipment, personal computers, Internet and Microsoft Office software products.
- Observe proper safety precautions.

CERTIFICATES, LICENSES AND REGISTRATIONS

- Valid Arizona Drivers License and clean driving record required.
- Grade 2 (or higher) Water Distribution Certified Operator License preferred.

EQUIPMENT

The General Operations Manager is expected to operate hand and power tools necessary for the task at hand; a desktop, tablet and/or laptop computer; a copier; a fax machine; a calculator/10-key adding machine; landline and mobile telephones; a truck or automobile.

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 position, the employee is regularly required to use hands and fingers to handle or feel objects, tools or controls. The employee is frequently required to talk, hear and to sit and reach with hands and arms. The employee is occasionally

required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift or move objects up to sixty (60) pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a variety of settings, including office and field environments. Office settings have moderate indoor temperatures. The noise level in the office environment is usually quiet to moderate. Field environments can be moderately loud and can vary significantly in temperature.

The water district facilities are smoke free.

Pre-Employment and random drug testing apply.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

Interested applicants should respond by mail to: Attention: BRDWID Board Chairman at the PO Box address listed at the top of this announcement. Alternatively, applicants may submit their resume, application material and/or support documents to Sue Davis, Board Secretary and Clerk at sue.davis@brdwid.org. Please include a letter of interest and compensation requirements.