

Operations Manager

Requirements & Responsibilities

- Plan, supervise, operate and participate in the maintenance, repair and preventative maintenance of Authority water wells, booster stations, water storage tanks, water mains, and services, sewer pumping stations, sewer mains and laterals, related structures and vehicles.
- Demonstrate leadership and supervision of field operations including assisting Crew Leader and related crew in troubleshooting problems within the water & sanitary sewer systems.
- Demonstrate leadership capabilities that will promote employee development by implementing training and safety programs.
- Implement a best operating practices program to promote a safe work environment.
- Assign work to employees through written and verbal instructions to Crew Leader and staff.
- Communicate effectively with professional staff, employees and customers.
- Ensure that all compliance reporting is completed both timely and accurately, at all times.
- Provide guidance and support to the Crew Leader for the effective management of resources.
- Review work orders, notices, time sheets, reports, water quality complaints, sewer complaints and develop a course of action, as needed.
- Actively assists with developing and administering operations budgets and capital projects.
- Review site plans, mechanical plans and electrical plans.
- Understanding of SCADA system operations.
- Available to work after hours, weekends or holidays, if necessary.

Knowledge / Skills

- Must have a working knowledge of materials, methods, practices and equipment used in the construction, maintenance and repair of water and sanitary sewer systems, including interior plumbing systems.
- Knowledge of safety practices in the operation of equipment used in the water and sewer industry.
- Must have the ability to develop preliminary O&M budgets capital projects.
- Must be able to communicate operational and personnel issues to the Manager in a timely fashion.
- Must be able to supervise a diverse workforce.
- Must be able to inspect utility installations during construction, work with contractors to ensure proper installation in accordance with Authority standards.

- Must be able to communicate in an articulate manner with the professional staff, employees and customers. Must be able to write clear and concise reports, memos and letters regarding water & sewer system and personnel issues.
- Must have the ability to exercise independent judgement in duties and establish and maintain effective working relationships with management, personnel, vendors and contractors.
- Must be competent in the use of Microsoft Word and Excel.
- Must have basic computer skills
- Must have a working knowledge of a SCADA System.
- Demonstrate good project and process management and analytical and problem solving.
- Must have the ability to follow written and verbal instructions.
- Shall demonstrate the ability to work within PaDEP guidelines and regulation including submission of reporting data electronically and incident reporting.
- Shall demonstrate the ability to resolve customer service complaints.

Experience / Education

- 10 years of hands-on experience in water & Sanitary sewer operations with at least 5 years supervisory experience.
- Current PaDEP Water Class A & E License Sub-class 7 & 12
- Current PaDEP Wastewater Class E License Sub-Class 4
- High school diploma or equivalent
- Commercial Driver License (CDL) with Tanker Endorsement

Interested applicants should submit cover letter and resume to opmangr@gmail.com