



Job Title:	Operations & Maintenance Manager		
Department/Group:	Executive	FLSA Status:	Exempt
Reports To:	General Manager	Position Type:	Full-time
FLSA:			
<p>An Exempt employee is paid on salary basis (not eligible for overtime/compensatory time) as the position is executive, administrative, or professional in nature and is exempt from both the Federal Fair Labor Standards Act (FSLA) and State Minimum Wage Act.</p> <p>This positions plans, coordinates, and supervises and manages the District’s activities related to the repair, maintenance and operation of water distribution and wastewater collection systems. Ensures effective and reliable water and wastewater services are provided to customers throughout the District. This is an overtime exempt position that is responsible for planning, coordinating, and managing the District’s fleet, facilities, lift stations, water reservoirs, and booster stations. The position directly supervises five regular full time equivalent positions and is responsible for the performance and safety of all field personnel including any assigned seasonal or part-time field positions. The Operations and Maintenance Manager assigns tasks, monitors progress, plans maintenance projects, responds to field maintenance calls, and works with other District personnel with plan review, bid document preparation, project management, electrical systems, and application of construction, electrical and right-of way permits.</p> <p>This position serves under the direction of the General Manager.</p>			
Essential Duties and Responsibilities:			
<p>The following statements reflect the general duties and responsibilities of this position but should not be considered an all-inclusive listing. The employee is also expected to meet the performance standards developed for this position and the District’s standards.</p> <ul style="list-style-type: none"> • This is a safety sensitive position. • Implements the daily assignments for the maintenance and repair of the District’s major facilities, including lift stations, pump stations, generators, water reservoirs, and other assigned buildings. • Responsible to plan, forecast, monitor, and order water from various Wholesale Water Suppliers to meet the daily need of the District’s customers with the respect to the District’s annual peaking factor. Monitors water and sewer system SCADA telemetry readings and schedules water purchases and system maintenance based on these readings. Plans for future short term water customer needs and maintains water reservoir levels while providing the lowest possible peak demands. • Responsible to monitor the SCADA system for alarms, performance, messages, and other indicators for the District’s lift stations, generators, pumps, and reservoirs. • Coordinates and assists direct reports crew assignments on a daily, weekly, and monthly basis. • Works with the Technical Services Manager, and other District consultants to maintain, enhance, and operate the District SCADA system. • Plans, prepares, and reviews the training of District personnel with heavy and new equipment. 			

- Plans, maintains, and installs enhancements to equipment and vehicles.
- Supervises assigned field crew members in the performance of their duties.
- Works to identify and implement Federal and State safety standards and to train District personnel.
- Responsible for work site safety compliance during field operations; including, but not limited to, traffic zones, confined space entry, safety equipment usage, excavation planning and execution. Responsible for equipment being used in compliance with Federal and State regulations.
- Responds for emergency call outs and to provide after-hours support to on-call week duty staff.
- Works with the District Engineer and other District staff and consultants to review developer and construction plans and District Standards.
- Prepares, not less than annually, an employee performance evaluation for each direct report.
- Other duties as assigned.

Work Schedule:

Typically, District office hours.

This position is subject to 24-hour call out.

Travel:

Infrequent, offsite meetings, training, and conferences.

Qualifications:

Experience/Education:

- Five years of progressively responsible experience in a public utility or construction company with two or more years in a supervisory role.
- High School Diploma or GED.

Licensing Requirements:

- Possess and maintain a valid Washington State Driver’s License.
- Water Distribution Manager IV or ability to obtain within 1 year.
- Commercial Driver’s License (Class “A” with Airbrake and Tanker Endorsement) required.
- Certified Competent Person; CPR/Blood Borne Pathogens; Certified Work Zone Traffic Control (Flagging Card) and be Forklift Certified.

Knowledge, Skills, and Abilities:

Knowledge of:

- Basic and advance waterworks and sewer systems.
- Basic electrical and wiring.

- Work site safety regulations, with specific knowledge of confined space evacuation and trenching, and traffic zone regulations.
- Basic mathematics.
- Basic First Aid, CPR, and Blood Borne Pathogens prevention.

Skills in:

- Operation of heavy equipment and proper excavation execution.
- Proficient in use of word processing, email, spreadsheet, and database programs (Word, Excel, Outlook, Access).
- Operating office equipment and tools such as phones, fax machine, copiers, computers, software, and databases.
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, General Manager, the general public, etc., sufficient to exchange or convey information and to receive work direction.
- Safe and efficient work practices when working with mechanical equipment.

Ability to:

- Adhere to District policies and procedures.
- Be a weekend and after-hours duty responder.
- Follow oral and written directions.
- See primary colors.
- Work well with others.
- Be flexible in job assignments.
- Be able to respond to emergency conditions as directed.
- Handle customers and the public in a courteous and professional manner.
- Understand, read, speak, and write English.

Work Environment:

Environment: Duties are performed in an office environment and in the field. Field work has frequent exposure to extreme weather conditions for extended periods of time, confined spaces, automobile traffic, various tools, and equipment. Work involves exposure to sewer systems, human waste, gases, fumes, loud noise, chemicals, and pesticides.

Physical Work: This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, and repetitive motions. Heavy work that includes moving objects up to 100 lbs. or more.

CDL Physical Standards: Required to obtain and maintain a Medical Examiners Certificate for commercial drivers.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Must see primary colors.

Hearing: Hear in the normal audio range with or without correction.

Tobacco Free: The Silver Lake Water and Sewer District is a tobacco-free environment within District-owned facilities. The District's policy is to hire only non-smokers, non-chewing tobacco users, and non-vapor user.

Drug Screening: All candidates who receive an offer of employment for a safety sensitive position will be required to undergo testing for commonly abused controlled substances in accordance with the District's policy.

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.

Reviewed By:		Date:	
Approved By:		Date:	