



Job Description
Department: Wastewater
Operations
Pay Band: # 10
FLSA Status: Exempt

Wastewater Operations Manager Job Description

Role:

Under the general supervision of the Director of Operations, this position is responsible for managing the Wastewater Operations Department. This is a supervisory position that involves a variety of administrative and support functions related to the operations and maintenance of the wastewater facilities operated by the Bedford Regional Water Authority (Authority). This position is also responsible for developing, maintaining and documenting procedures and for managing workload assignments for the department.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Supervise operations staff which includes hiring, training, planning, assigning and scheduling their duties; directing, coordinating, and evaluating their performance.
- Set departmental goals and gives direct leadership in assigning tasks; maintains operational control of department activities.
- Recommend changes in goals, policies and equipment to maximize utilization of resources.
- Interpret and enforce departmental policies, procedures and guidelines.
- Prepare and monitor the departmental budget.
- Assist the Customer Service department, when requested, to investigate customer concerns.
- Coordinate the purchase of supplies necessary to complete department tasks.
- Oversee the collection of wastewater samples as required for regulatory compliance purposes.
- Assist with planning for the Authority.
- Monitor the operation of Authority facilities to insure compliance with maintenance and operation standards and applicable local, state, and federal regulations.
- May perform any function/task assigned to any employee of the operations department and other related work as required.
- Attend meetings and represent the Authority at various state and federal levels.
- Set up and negotiate service contracts.
- Maintain assigned vehicle.
- Make effective independent decisions representing day-to-day issues that do not require team discussion, input or agreement.
- Perform other tasks as assigned by the Director of Operations.

Minimum Qualifications:

- Associate's or Technical degree and three to five years of experience with wastewater treatment operations, or a combination of equivalent education and experience.
- Five (5) years supervisory experience in the operation of wastewater treatment plants and associated facilities.
- Must hold a minimum certification in Virginia with a Class II wastewater operator's license.
- A valid Virginia Driver's license and comply with the Authority's Vehicle and Equipment policy.
- Must be proficient in Microsoft Office®.
- Experience with asset management software preferred.
- Ability to adequately deal with multiple projects simultaneously.
- Must possess strong human relations, communications, and mathematical skills so as to be able to effectively communicate with all parties involved in a project.
- Management skills to effectively train and manage staff on policies, procedures and systems.
- The ability to establish and maintain effective working relations with staff, customers, other departments and other governmental entities.
- The ability to develop, interpret and apply administrative and departmental policies and procedures.
- The ability to analyze situations appropriately and adopt appropriate courses of action.
- Other skills and knowledge that demonstrate the ability to do the job.

Additional Information:

- This position has direct supervisory responsibility for all Wastewater Operations Department personnel.
- This position typically requires working Monday through Friday from 7:30 a.m. to 4:00 p.m. with a thirty (30) minute lunch break. This position is subject to being on-call during the off-hours. This position is considered essential personnel.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for most periods of time.
- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

Employment Eligibility/Work Authorization Requirements:

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

Condition of Employment:

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Date Signed

Signature