

Public Utilities Operations Manager (Readvertised)

Shenandoah County is currently recruiting for the full time position of Public Utilities Operations Manager. The position reports to the newly-created position of Director of Public Services, and oversees the operational aspects and functions of the county's two sanitary districts, as well as the County's North Fork Wastewater Treatment Plant. The position is compensated on a grade 22 of the county's pay scale with a projected hiring range of \$48,321 to \$71,733 DOE/DOQ. Shenandoah County offers a competitive benefits package including health insurance, retirement, life insurance and paid leave. Submit a cover letter, resume and references as well as a completed Shenandoah County employment application to Patrick Felling, Director of Public Services, 600 N. Main Street, Suite 102, Woodstock, VA 22664. Electronic submissions may be emailed to sfleming@shenandoahcountyva.us . Position open until filled.

Shenandoah County is an Equal Opportunity Employer

PUBLIC UTILITIES OPERATIONS MANAGER JOB

PURPOSE:

Performs difficult technical work managing and participating in the operations and maintenance of the county's department of public utilities (water and wastewater); does related work as required. Work is performed under the general direction of the Director of Public Services. Supervision is exercised over operations staff.

ESSENTIAL FUNCTIONS/TASKS PERFORMED:

Supervises the construction, operation and maintenance of the department's treatment works and infrastructure.

- Directly supervises chief operators and construction and maintenance supervisor;
- Manages personnel training records and enforces safety regulations, policies and programs accordingly, reports on accidents;
- Prepares Standard Operating Procedures, quality control reports and other documentation and training aids;
- Troubleshoots operational problems and provides technical support and oversees departments preventative maintenance program;
- Assists in the preparation, development and management of the department's operating and capital budgets;
- Represents the County through interactions with state and federal regulatory agencies; Cultivates positive customer relations;
- Coordinates with environmental engineers, consultants and others on capital projects and other initiatives;
- Ensures submission of a variety of local, state and federal reports and documentation;
- Develops and maintains Asset Management programs for Districts; Oversees GIS utility mapping programs ➤ Performs related tasks as required.

EMPLOYMENT STANDARDS:

EDUCATION, EXPERIENCE AND TRAINING:

Any combination of education and experience equivalent to a high school diploma, college courses or equivalent training supplemented by at least five years of experience in supervisory duties in public utility (water and/or wastewater) operations, maintenance and construction.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices and equipment of water and wastewater operations; thorough knowledge of the operating characteristics and maintenance requirement of wastewater treatment facility, sewer collection and conveyance, water treatment plant, water storage and distribution facilities; thorough knowledge of disinfection requirements of both water and wastewater treatment systems; thorough knowledge of federal and state regulations governing water and wastewater treatment systems; thorough knowledge of the occupational hazards and safety procedures involved in water and wastewater treatment, collection and distribution operations; ability to work independently and establish departmental priorities with minimal guidance; ability to formulate operational policies and procedures; ability to establish and maintain effective working relationships with associates and general public; ability to prepared reports and maintain records. Competent in Microsoft Word and Excel software.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of a Class **IV** water treatment plant and Class **III** wastewater treatment plant operations license issued by the Commonwealth of Virginia is desired.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes. Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.

thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, oils and atmospheric conditions.