TITLE: Operations Manager

DEPARTMENT: Operations & Maintenance

REPORT TO: General Manager
Board of Commissioners

SUPERVISES: Operations & Maintenance

DEFINITION: A Management level position responsible for the supervision of the operation and maintenance of the District.

ESSENTIAL JOB FUNCTIONS — (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

- **Operations & Maintenance**
  - Manages and coordinates activities of staff; plans and organizes workloads and staff assignments.
  - Provide technical advice, reports and assistance to Field Personnel and Office Staff.
  - Enforce DOH, EPA, DOE regulations
  - Enforce AWWA & KCWD90 construction standards
  - Enforce OSHA/WISHA safety standards
  - Implement District goals and work plans
  - Analyze and evaluate District operations. Develop and implement corrective action to resolve problems
  - Physical ability to perform the essential job functions.

- **Supervisory / Management**
  - Supervise Field Staff to achieve goals, set clear expectations and resolve conflicts.
  - Manage the field crew training needs for all aspects of the operations, maintenance and safety.
  - Provide leadership, training, direction, mentoring and motivation to staff.
  - Prepare performance evaluations, recommend hires, and make disciplinary recommendations.
  - Conduct field crew performance evaluations and initiates and implements disciplinary actions as warranted.
  - Resolve grievances and other personnel matters.
TITLE: Operations Manager

- **Policy / Planning / Goals** –
  - Assist in the planning for emergency response, comprehensive plan and Strategic planning.
  - Gather, interpret and prepare data for studies and budgets to meet District objectives and overall goals.
  - Collect and compare bids from vendors, review contracts and assist in selection process.
  - Analyze and recommend alternative methods for conducting the District’s business.
  - Oversee the implementation of new technology.
  - Coordinate repair and replacement of equipment.

- **Reporting / Meetings** –
  - Prepare operations reports and special reports with recommendations as required for presentation to the General Manager and the Board of Commissioners.
  - Attend all Board meetings.
  - Available for occasional weekend meetings and occasional travel.
  - Track construction contracts, reports, and project reviews.
  - Work with stakeholders, regulators, and other agencies as needed to complete capital projects and related reporting.

- **Budgeting** –
  - Assist in preparation of the District’s Annual Operating budget and six (6) year Capital Spending Plan. Approve purchase when needed.

- **Engineer / Developer / Contractor** –
  - Coordinate and manage Developer extensions and other construction projects.

- **Customer Relations** –
  - Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
  - Establish and maintain effective working relationships with District staff, other agencies and the general public.
  - Coordinate with customers on complex customer related issues.
  - Assist General Manager in presenting issues to the Board of Commissioners when needed.

Perform all other related duties and special projects as required or assigned.
KING COUNTY WATER DISTRICT # 90
JOB DESCRIPTION

TITLE: Operations Manager

WORKING CONDITIONS:
Duties are performed in both an office and field environment.

EDUCATION AND EXPERIENCE:
- Any equivalent combination of education and experience that provides applicant with knowledge skill as ability to perform the job,
- 4 year college degree is preferred,
- Ten years of water distribution experience preferred,
- Four (4) years of supervisory experience preferred.

MINIMUM REQUIREMENTS:
- Valid WA state driver’s license;
- Washington State Water Distribution Manager 3,
- Cross Connection Control Specialist,
- Water Treatment Plant Operator 1.

Driving Abstract, drug screening and criminal background check will be performed by the District prior to offer of employment.

BENEFITS:
Public Employees Retirement System (PERS), Medical, Dental, Vision, Deferred Compensation, 11 Paid Holidays, Paid Vacation, Paid Sick Leave, EAP, VEBA, Aflac.

Applications are available at the District website at www.kcwd90.com or at the District Office located at 15606 S.E. 128th Street, Renton, WA 98059. Phone 425-255-9600. Resumes may be attached to application. Position will remain open until filled. King County Water District #90 is an Equal Opportunity Employer.