

KING COUNTY WATER DISTRICT # 90  
JOB DESCRIPTION

2016

**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 Manger 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

2016

**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](http://www.kcwd90.com) or at the District Office located at 15606 S.E. 128<sup>th</sup> 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.**