



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### MANAGER V, UTILITY OPERATIONS MANAGEMENT

*FLSA Status: Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

This is a management professional position that leads the work of skilled water and wastewater utility technical staff. The incumbent performs complex tasks to coordinate all aspects water and wastewater operations and maintenance, construction management and inspection, and meter reading functions. The Utility Operations Manager reports to the Department Director.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally; work requires climbing, balancing, stooping, reaching, standing, lifting, fingering, 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 preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**This is a supervisory position responsible for leading and managing the work of skilled water and wastewater utility technical staff and coordinating all aspects of water and wastewater operations and maintenance. Areas of management responsibilities include operations budget planning and implementation; planned and corrective maintenance; VDH, DEQ, and VDOT permits; operations staff career development and training; department safety program; utility construction inspection; utility locating; meter reading; after hours call-out response; maintenance services and on-call contracts; and equipment rehabilitation and replacement.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Supervises Utility Supervisor and Utility Worker employees, performing related human resource functions and completing necessary paperwork;

Implements and monitors Department operations and maintenance budget; orders supplies and equipment;

Assists with the development and monitoring of the Department annual and capital improvement budgets;

Monitors water and wastewater utility system operation and maintenance to assure regulatory compliance;

Contributes to the development of policies and procedures that comply with applicable county, state and federal laws and ordinances;

Assures all required water and wastewater system operations and maintenance documentation is accurate and meets county, state, and federal requirements;

Evaluates new water and wastewater regulatory impacts on operations and works with regulatory agencies to establish and maintain required permits;

Responsible for Department safety program and implementing training requirements; maintains and enforces established safety procedures for all operations employees;

Participates in the review of water and wastewater utility specifications, plans, cost estimates, contracts and reports;

Manages the Department asset/work management system;

Oversees utilities field staff after hours call out response operations;

Coordinates operations and maintenance support service agreements with vendors, consulting engineers and contractors;

Analyzes and evaluates water and wastewater utility operations and services, making and recommending improvements;

Assists with reviews of site plans and construction plans for compliance with water and wastewater utility requirements;

Uses automated utility systems and contributes to improvements;

Operates SCADA systems and oversees their maintenance;

Uses water and wastewater utility information in the County's GIS system and contributes to system

improvements;

Draws and/or updates “as built” based on information supplied by field inspectors;

Interacts with the public, providing information and responses to inquiries;

Participates on committees, boards, and work groups as needed;

Prepares operations and maintenance reports as needed;

Represents the Department and assists with department-wide issues as needed;

Ensures the location of water service and wastewater lateral for customers and contractors;

Manages Miss Utility call back system;

Supervises regular meter reading activities, and coordinates data transfer with Department billing functions;

Assists Director and Utility Engineers in the development of new water and wastewater utility projects;

Prepares water and wastewater regulatory reports;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver’s License;

Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of complex water and wastewater operations and procedures, extensive knowledge of federal and state regulations pertaining to a water and wastewater utility, extensive experience working with mechanical/electrical equipment and utility construction equipment, working knowledge of budget cycle and ability to implement operating division budget, preferred. Must have the ability to read, comprehend, and communicate plans and specifications related to the operation/construction of a water and sewer utility. Computer literacy, required. Must be able to communicate productively orally and in writing with employees, officials, state agencies, and the public.

**EDUCATION AND EXPERIENCE:**

High school diploma or equivalent required (college level or post high-school work in utility operations, engineering or hard sciences preferred) with a minimum of five (5) years’ related experience, including supervision; requires a Class IV Virginia Waterworks Operator license or higher, or the ability to obtain within 12 months of employment; basic computer literacy required; or any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.