

Arch Cape Domestic Water Supply District and Arch Cape Sanitary District

Job Title: Manager, Plants and Operations

FLSA: Exempt

Reports To:

President, Arch Cape Domestic Water Supply District Board

Job Summary:

The Manager, Plants and Operations is responsible for: 1) overseeing and ensuring the provision of high quality, cost-effective and dependable water and waste water services in compliance with applicable regulatory and statutory requirements, District goals, and Board-adopted policies and procedures, 2) oversight, supervision, and management of operations and maintenance staff and contractors, and 3) efficient technical progress and completion of District-approved water and waste water projects. This position requires the independent exercise of judgment to administer the District's provision of water and sewer services as well as overseeing and coordinating staff, contractors, and resources.

Key Responsibilities:

The Manager, Plants and Operations essential duties and responsibilities include the following:

1. Operational Management and Administration: 40% of time

- Oversee and participate in the 365x7x24 operations and maintenance of the water and waste treatment plants. This will include on-call responsibility on nights and weekends split with one other staff member.
- Ensure and oversee appropriate maintenance of membranes, pumps, valves and other plants equipment for proper operation; evaluate equipment condition and plan and schedule work for repair, rebuilding or replacement, or installation; maintain facility and maintenance records in support of efficient and effective operations, maintenance and asset management planning .
- Schedule, oversee and participate in the maintenance of plants and equipment in accordance with Original Equipment Manufacture's (OEM) recommendations.
- Develop, implement, and optimize standard operating procedures to enhance efficiency and minimize downtime.
- Monitor and optimize treatment processes to maintain compliance with applicable regulations and standards.

- Troubleshoot operational issues, implement corrective actions, and maintain continuous plants operation.
- Provide support to the District Engineer in the planning and implementation of public works projects.

2. Resource Management: 25% of time

- Identify appropriate staffing levels and qualifications to ensure adequate coverage for all shifts and plants operations.
- Manage, hire and perform performance management (including but not limited to coaching and progressive discipline up to and including discharge) for all assigned staff; engage contractor staff to fulfill operation of the District in a manner that will accomplish work within established budgetary requirements
- Provide training, professional development support, and guidance to staff on plants operations, maintenance, safety protocols, regulations, and district policies and procedures.
- Allocate available staff to align with work completion priorities.
- Identify the need for and engage with contractors as necessary to ensure operations of the plant, maintenance/repair of plants, equipment and infrastructure and completion of water and wastewater projects.
- Provide technical assessment for completion of District Sewer Connection permit applications.
- Control inventory of equipment, parts, supplies and chemicals.
- Provide assessment and recommendations pertaining to staff and contractor performance.

3. Regulatory Compliance: 10% of time

- Collect/oversee sampling, biological and chemical testing, and ensure conformance as required or mandated.
- Prepare for, and coordinate with regulatory agencies, inspections, audits, and reporting procedures.
- Stay current with environmental laws and policies, making recommendations for improvements to ensure plants meet or exceed regulatory requirements.

4. District-approved Water and Waste Water Project Management: 10% of time

- Lead the technical aspects of District-approved water and waste water projects ensuring efficient execution from inception through to completion.
- Coordinate District-approved water and waste water project timelines, resources, and personnel to meet goals within budget and on schedule.
- Oversee contractors and vendors engaged in District-approved water and waste water projects, ensuring the delivery of quality results.

5. Reporting and Documentation: 5% of time

- Capture information required for regular reporting on plants performance, project status, environmental compliance, maintenance activities, and staffing.
- Report in public Board meetings the status of plants & equipment, budgeted projects and newly assigned projects.

- Oversee reading of meters and collection of usage data for customer billing.
- Maintain accurate operating records, including system maps, tests, data, and log of activities.
- Collect data and prepare required reports for state and federal agencies.
- Maintain accurate records of treatment processes, chemical usage, energy consumption, waste output, and regulatory compliance.
- Recommend long-term strategic goals for District infrastructure and operations.

6. Office Administration: 5% of time

- Assist in the preparation and administration of the operational budget and long-range plan for plants operations, infrastructure maintenance and District approved water and wastewater projects.
- Assist in cost-effective and timely procurement of supplies and services; review and advise, as necessary, in the payment of invoices.

7. Health, Safety, and Environmental Management: 3% of time

- Implement and enforce safety policies and procedures to ensure the safety of all personnel and contractors working within the plants.
- Maintain an environment that is conducive to safe operations, with appropriate safety procedures, training, drills, inspections, and hazard assessments.
- Manage waste management processes to minimize environmental impacts and improve sustainability efforts.

8. Arch Cape Forest-Watershed: 2% of time

- Emergency point of contact for fire response and contractors working in the Forest.
- Manage access to the Forest-Watershed gates, including but not limited to managing keys and locks, maintenance of access records, and tracking who is on the property, including but not limited to contractors', in accordance with District Policy.
- Determine, in conjunction with the consulting Forester, when access to the watershed property should be closed.

Required Qualifications:

This is not a remote or telecommuting position; must reside within a 15-minute drive of District plants, upon employment.

- **Experience:**
 - Minimum of five (5) years of experience in water and wastewater treatment operations, with at least 3 years in a supervisory or managerial role.
 - At least five (5) years of increasingly responsible experience in operations and

management of public infrastructure; or any equivalent combination of experience and training that provides the required knowledge, skill and ability.

- Associate degree and completion of the water and environmental technologies program or equivalent.
- Demonstrated experience in complex operational environments.

- **Certifications & Licenses:**

Must possess at the time of employment and maintain at least the following:

- Oregon Water Distribution Operator Certification: Level 1
- Oregon Water Treatment Operator Certification: Level 1
- Oregon Collections Operator Certification: Level 1
- Oregon Wastewater Treatment Operator Certification: Level 3 (preferred)
- Oregon State driver's license

- **Knowledge, Skills & Abilities:**

- Proficiency in use of SCADA system for operation of collection, treatment and distribution systems.
- Strong knowledge of water and wastewater treatment processes, equipment, and technologies.
- Proficiency with plant management software and asset management systems.
- Thorough understanding of environmental regulations, including water quality standards, hazardous materials handling, and waste disposal.
- Good time management and organizational skills, attention to detail and ability to work independently, as well as possess the ability to provide direction and supervision as needed.
- Ability to operate and maintain a variety of hand and power tools and equipment, such as lab equipment, emergency generators, chain saws, detection equipment, and light trucks and trailers.
- Strong problem-solving abilities and attention to detail.
- Ability to make strategic decisions in complex and fast-paced environments.
- Working knowledge of safety-related policies and procedures, including trench excavation safety and field response during emergency conditions.
- Strong technical and analytical skills.
- Proficiency in use of Microsoft Office suit of computer software including email, spreadsheets, and word processing

Working Conditions:

- Availability on nights and weekends in addition to normal business hours.
- Emergency response outside of normal working hours, including on-site response

during nights, weekends and holidays, including field response during periods of extreme inclement weather and emergency conditions including but not limited to windstorms, power outages, freezing conditions, landslides, and flooding.

- Daily operation typically requires sitting, standing, walking outdoor sites in varying weather conditions, lifting up to 25 pounds and operating motor vehicles.
 - On-call duty basis for emergency locates or system failures.
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Compensation and Benefits:

- \$ 85,000 - \$115,000
 - Medical Insurance
 - Vision and Dental Insurance
 - Paid time off
 - Public Employees Retirement System (PERS)
 - Additional benefit(s) may include Health Savings Account (HSA)
 - A salaried position with some discretion to set hours of work to fulfill required duties.
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Equal Opportunity Employer:

The Arch Cape Domestic Water Supply District is an equal opportunity employer. and does not discriminate on the basis of race, religion, gender, national origin, marital status, age, uniformed service, sexual orientation or disability in the admission or access to the recruitment process or any aspect of employment. Commitment to Diversity, Equity &Inclusion

Hiring a workforce that reflects the diverse community we serve is essential to delivering exceptional District services and programs. We are committed to creating and supporting an inclusive and welcoming environment for all employees to thrive. We value, respect and empower employees as unique individuals with authentic voices and diverse ideas.

This job description outlines the key responsibilities and qualifications for a Manager, Plants and Operations. It is intended to provide a comprehensive overview but is not an exhaustive list of duties. The role may evolve based on operational needs and changes in technology or regulation.