

## **HEIGHTS WATER**

### **Job Description**

**TITLE: OPERATIONS SUPERVISOR**

**REPORTS TO: GENERAL MANAGER**

#### **SUMMARY DESCRIPTION:**

Plans, organizes and administers the field operation of the company to ensure compliance with State requirements, company goals and policies in order to provide high quality, cost-effective, and dependable water service.

#### **MAJOR TASKS:**

- Manages operations and maintenance functions to achieve company goals.
- Directly supervises operations staff.
- Makes recommendations regarding operations to the General Manager and Board of Trustees.
- Implements policies, procedures, and standards for the efficient operations and maintenance of water distribution functions.
- Assists company engineers in planning and directing improvements.
- Prepares and reviews reports and records relating to water quality and quantity issues.
- Assists General Manager with cross-connection control compliance and safety issues.
- Assists the public with information concerning requirements for water supply and service.
- Performs routine system maintenance to ensure efficient operations.
- Participates in 24-hour emergency telephone duty and emergency response.

#### **MINIMUM REQUIREMENTS:**

- Valid Washington State Driver's License with a good driving record.
- Ability to communicate effectively with the public and staff, using tact and discretion.
- Must have a vehicle to be able to quickly reach the pump station in emergencies.
- Ability to perform continuous labor; including lifting, working in tight places, and working in all weather conditions.

#### **NECESSARY SPECIAL REQUIREMENTS:**

- Certification as a Water Distribution Manager II or above.
- Willing to attend job related workshops and seminars.