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Resolution: 020926-F

**Job Title:** Operations Manager

**Department/Division:** Water Division

**Reports To:** Director of Infrastructure & Utilities

**Direct Reports:** All operations of the water utility

**Salary Class/Salary Grade:** Classified/Grade 32

**Employment Status/FLSA:** Full-time Regular/Exempt

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**GENERAL DESCRIPTION:**

The operations manager reports to the Alabaster Utilities Director and assists in planning, directing and monitoring operations of the City of Alabaster water production and distribution system. The operations manager is responsible for day-to-day operations including regulatory compliance, oversight of distribution and production activities, budgeting, leadership of staff, coordination of maintenance and repair activities. The system includes water mains, wells, treatment plants, fire hydrants, meters, pumps, SCADA system and tanks. Use of Asset management, GIS system, Computerized Maintenance Management System (CMMS), inventory management and integration with other software programs is required. Duties include leadership of a staff of approximately 30 employees, an operations budget & capital budget that ranges annually. Training and employee growth and morale are essential.

The operations manager will assist the Director of Infrastructure & Utilities in interpreting and enforcing all City of Alabaster water policies and ordinances.

**ESSENTIAL JOB DUTIES:**

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

- Oversees daily operation of water system and ensures regulatory compliance in the delivery of safe drinking water
- Confers with contractors, developers, and engineers as directed by the Utility Director to receive estimates and job costs for capital projects.
- Assists with completing fire hydrant flow tests
- Negotiates for easements of property for water system expansion, new tank, pump, and/or well sites

- Confers with the supervisor and assists in coordinating the planning of water distribution systems for new subdivisions; assists in reviewing specifications for proposed water line construction by private developers and confers with the Utility Director on engineering problems and requirements; assists consulting engineer in collecting all flow and pressure tests for new projects to ensure compliance with all codes and regulations
- Interview and hiring recommendations to the Utility Director, concerning water distribution field personnel, water operators and construction services; conducts performance evaluations, and recommends disciplinary actions on all subordinate staff
- Responsible for approving timecards, overtime and leave requests
- Assists the Utility Director in the development and regular monitoring of the water system's operational and capital budget
- Supervises the adoption and maintenance of all compliance plans, Risk and Resilience Assessments, Emergency Response Plans, Tank Maintenance Plans and the collection of water samples for required testing and record keeping of results.
- Supervises the production of the annual Consumer Confidence Report
- Communicates regularly to the Utility Director all water system issues
- Assists the Utility Director in inspecting and granting approval or denial of new water system installations. Ensures construction has been completed in accordance with Board standards through Construction Services group.
- Recommends the requisitioning of all tools and inventory required for maintenance and construction, including tools, chemicals, vehicles, and equipment
- Maintains an adequate inventory of supplies and materials and monitors inventory usage
- Assists Utility Director with master planning activities and provides input on capital projects for improving water system operations and efficiencies.
- Provides recommendations and support for computer software packages used by the Board in day-to-day operations.
- Primary administrator of CMMS system and GIS data management for asset management program.
- Reviews and provides recommendations for SCADA system and other communication devices for operations and staff use.
- Coordinates the water system safety program with other managers for monthly meetings and revisions to safety manual as needed.
- Supports staff in developing plans for maintenance and repairs of all assets of the water system.
- Regular & predictable attendance is a required essential function of the position based on department established work schedule.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of materials, methods, and principals and practices of the maintenance and repair of water distribution system
- Knowledge of ADEM and EPA regulation and regulatory reporting requirements
- Knowledge of water purification and treatment
- Knowledge of occupational hazards and standard safety precautions
- Knowledge of general management practices and procedures
- Knowledge of data processing information system
- Ability to establish and maintain computerized telemetry system

- Ability to plan, organize, and directly supervise the work of subordinates engaged in the repair and maintenance of water distribution system
- Ability to communicate in a clear and concise manner, both orally and in writing
- Ability to establish and maintain effective working relationships with management, subordinates, regulatory authorities, elected and appointed officials, contractors, surveyors, developers, and the general public

**MINIMUM QUALIFICATIONS:**

- A minimum of 5 years of experience in water system operations and maintenance or similar experience
- A minimum of 5 years of supervisory / leadership experience
- Working knowledge of Environmental Protection Agency (EPA) and Alabama Department of Environmental Management (ADEM) regulations
- A Grade II-IV water certification from ADEM is preferred
- Professional Engineer license is preferred
- Obtaining a minimum Grade II water certification within 2 years of hire
- Ability to read and write English
- Valid driver's license required

**The physical activities required for this position involve:** Frequent sitting, using hands, talking, and hearing; occasional standing, walking, reaching with hands and arms, stooping, and kneeling. Ability to walk, stand, bend, kneel, and stoop for prolonged periods of time.

**This position requires lifting:** Up to 50 pounds

**This position has the following special vision requirements:** Ability to read information both in print and electronically.

**ENVIRONMENTAL WORKING CONDITIONS:** The following physical conditions and hazards may be encountered while working in this position: weather, uneven surfaces

*I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.*

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

*I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the duties listed in this description are not all-inclusive and there may be other duties assigned to me.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date