



JOB DESCRIPTION

Chief Operator, Plant (Kendall/Comal Counties)

FLSA STATUS: Non-Exempt

GRADE: 8

REPORTS TO: Division Manager, Kendall & Comal Counties

DIVISION: Western Canyon

WORK LOCATION: Western Canyon WTP, S. Cranes Mill Rd., Canyon Lake, Texas 78132

EFFECTIVE DATE: 12/2018

SUMMARY

The Chief Operator is the supervisor responsible for producing water that meets or exceeds the requirements of the Texas Commission on Environmental Quality (TCEQ), the Environmental Protection Agency, and the customers of the System. With the support of management and technical personnel within GBRA, the Chief Operator is expected to meet all the challenges of providing excellent, cost effective service to our customers in this rapidly growing area of Comal and Kendall Counties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise the Western Canyon Water Treatment Plant operations including the plant process, personnel, and equipment to ensure that water of the required quality and quantity is produced.
- Direct employees in the performance of their duties to include providing a work plan, delegating responsibilities commensurate with the employee's skill level, training, licensing, and ability as well as approving shift changes.
- Assist Division Manager with hiring, discipline and performance evaluation.
- Provide adequate training for personnel to include: Schedule schools as detailed in work plan. Conduct training sessions as necessary. Evaluate future training needs.
- Coordinate with personnel for orderly and systematic performance of preventive and repair maintenance; ensure that maintenance records are adequate and up to date.
- Supervise the operators' maintenance to the plants, buildings, and grounds.
- Coordinate repairs and adjustments to electrical instrumentation.
- Provide a safety program as outlined in the GBRA safety policies. Enforce the "GBRA Safety Manual" and division safety practices. Hold safety meetings at least monthly.
- Coordinate the raw water delivery system to insure an adequate supply of raw water is available at all times.
- Coordinate the treated water delivery system to ensure an adequate supply of water is available at all times.
- Confirm receipt of all equipment and supplies delivered to the plant.

- Process and handle purchase orders and stock orders for the Division Manager's approval.
- Assist in annual budget preparation.
- Maintain the security of the Plant. Immediately investigate and report the presence of suspicious individuals or unknown activity on treatment plant property.
- Maintain a good public image through the operation and appearance and public display of the plant and through the courteous treatment of visitors. Handle customer complaints in an efficient and courteous manner.
- Ability to participate in public meetings or meetings with customers, clients and stakeholders.
- Perform other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- Read and understand highly technical information in small print (such as Safety Data Sheets, facilities construction, as-built and record drawings, etc.).
- Keep abreast with the state of the art treatment procedures through attendance of seminars and technical schools, review of publications, and dialogue with service representatives.
- Immediately report to the Division Manager all problems and/or situations which impair the operation of the plants.
- Excellent communication and relationship building skills with an ability to prioritize and work with a variety of internal and external stakeholders.
- Respond to emergencies at any time with minimum delay.
- Know and apply accepted safety procedures and policies, and use personal protective equipment, as required.
- Communicate clearly and concisely, both orally and in writing.
- Employ sound judgment; think coherently and logically; employ deductive and inductive reasoning.
- Ability to read, understand and explain technical data such as MSDS, instructions, labels, etc.
- Possess skills necessary to calculate formulas required for proper operation of the water treatment plant and systems.
- Operate motor vehicles of various sizes.
- Operate industrial tractors.
- Read analog and digital indicators.
- Read, analyze, and interpret complex scientific and financial studies and reports.
- Proficiency with Microsoft Office tools required (Word, Outlook, Excel).

EDUCATION/CERTIFICATIONS

Education:

High School Diploma or G.E.D equivalency is required. College level courses or a degree in biology, chemistry, or environmental sciences are desirable.

Registrations and Licenses:

1. Texas Driver's License
2. Acceptable M.V.R.
3. TCEQ Class "B" Surface Water License

Current valid driver's license and ability to remain insurable under GBRA's vehicle liability policy.

EXPERIENCE & SPECIAL REQUIREMENTS

Must live within 45 minute drive time of the Western Canyon Water Treatment plant. Must be able to work 12 continuous hours. Must be thoroughly grounded with municipal or industrial experience in the water treatment field. Must have a basic understanding of the use of Supervisory Control Data Acquisition (SCADA) and automated alert systems. One year of supervisory experience preferred. Experience with water transmission main delivery system and with operating distribution system is preferred. Must have good communications skills including the ability to present information on levels acceptable for general and technical audiences. Must be able to work in a team environment.

Ability to exercise sound judgment, attention to detail and vigilance.

MANAGERIAL RESPONSIBILITIES

Yes

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Wear personal protection equipment as outlined in the employee Safety Manual such as half-mask respirator. Enter and work in confined spaces, as defined by OSHA. Perform basic first aid and CPR. Perform intricate tasks that require steady hands (such as weighing, using tongs, using titrating burettes). Accurately interpret true color (such as chemical titration, colorimetric determination, and indicator lamps). Employees must wear protective footwear in compliance with ANSI or ASTM standard. New employees must provide protective footwear in compliance with ANSI or ASTM standard. Climb up and down vertical ladders up to twenty (20) feet. Carry loads of up to 25 lbs. for several hours in a day. Be able to lift 50 pounds chest high. Operate valve handles above the head. Must be able to respond to visual/audible alarms, work kneeling and walk several miles in a day.

WORK ENVIRONMENT

Approximately 30 percent outdoors. Works with or is exposed to hazardous chemicals used in the treatment of water. Personal transportation is required to normal work site at which point employee will use vehicles provided by GBRA to perform duties.

TRAVEL

Overnight travel mainly limited to meetings and/or training.

ACKNOWLEDGEMENTS

Employee Signature

Date

Executive Manager Signature

Date

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, education/experience/skills requirement of the position at any time.