

Job Description

Job Title: Operations Manager/Chief Plant Operator
Department: Asset Management
Reports To: Vice President
Office Location: Edward AFB Facilities
Years of Experience: Minimum of 5 years industry experience
Classification: Exempt
Travel Required: Occasional
Normal Business Hrs: 7AM to 4PM, as needed
Prepared Date: March 12, 2020

Job Objective

Reporting directly to the Area Manager and/or the Director of Operations, the Operations Manager/CPO has full responsibility for the successful operation and maintenance of the assigned facility(s).

Principal Duties and Responsibilities

- Operate & manage the assets of assigned facilities, associated personnel and clients
- Supervise and manage operation & maintenance personnel including significant responsibility for training, performance evaluations, mentoring etc.
- Manages implementation and ongoing utilization of the Computerized Maintenance Management System (CMMS) for tracking Asset Management
- Interact with regulatory agencies and clients
- Analyze and resolve problems with process and/or equipment
- Review lab tests and interpret data
- Perform equipment operation and maintenance
- Work nights & weekends if necessary to maintain facility compliance
- Create and distribute client and operating data reports
- Prepare and coordinate regulatory data as required by client
- Maintain compliance with regulatory permits
- Oversee and perform process adjustments to maintain treatment process compliance
- Perform other duties and participate in the operation of other facilities on limited basis as needed
- Client Interface including attending monthly operations meetings
- Prepare Monthly Operations Reports to client
- Manage Capital Replacement projects specific to assigned facilities
- Promote and adhere to PERC Water's written corporate Safety program
- Maintain acceptable attendance per PERC Water standards

Knowledge, Skills and Abilities Required

1. General computer knowledge; good working knowledge of Microsoft Word and Excel.
2. Excellent team-working and communications skills to enable effective interaction with and supervision of PERC Water personnel.
3. Must possess good verbal, written and interpersonal skills to effectively communicate with coworkers and supervisor. Ability to exchange or convey information and to receive work direction

4. Physical:

- Body Positions: Standing, sitting for extended periods of time, walking.
- Body Movements: Use of hands, eyes, arms and voice. Must be able to lift, push and pull up to 40 pounds on a regular basis. Must be able to climb up and down stairs and ladders.
- Must be able to climb on, or into facility equipment and systems (Confined Space Training required).
- Willingness to travel a plus.

5. Mental:

Language ability includes reading, writing, spelling, and the ability to communicate clearly on business topics in English.

Education, Professional Credentials and Experience Required

1. Valid California Grade IV or V Wastewater Certification
2. Minimum 5 years previous experience in water resource facility operations
3. Valid state issued driver's license

Work Conditions

- Water Reclamation Facility & Collection System (indoor and outdoor)

Reporting Relationships

The following positions may provide functional support to the Operations Manager/CPO:

Corporate Vice Presidents
 Director of Operations
 Area Operations /Safety Manager
 Senior/Lead Plant Operators
 Operations Managers /CPO's
 Grade I-V Operators
 Corp G&A Staff

ACKNOWLEDGMENTS

I understand that this job description does not list all of the duties of my job. I am aware that I may be asked by my supervisors to perform additional duties or follow additional instructions. I understand that I will be evaluated in part based on my performance of the tasks listed in this job description. I have reviewed and understand the above job description. I understand the Company has the right to change this job description at any time. I also understand I am an at-will employee and that this job description is not an employment contract.

Name (Printed)	Signature	Date
Supervisor		Date