



JOB DESCRIPTION

Division Manager (Kendall/Comal)

FLSA STATUS: Exempt **GRADE:** 12

REPORTS TO: Deputy Executive Manager of Operations **DIVISION:** Water Resources

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

EFFECTIVE DATE: 08/2018

SUMMARY

The Division Manager of Kendall/Comal Counties is primarily responsible for the operation and maintenance of the Divisions located in Kendall and Comal counties, including the Western Canyon Water Treatment Plant, Western Canyon Regional Water System, the water and wastewater systems associated with Comal Trace, Cordillera Ranch, Johnson Ranch, 4S Ranch, Park Village and other future wholesale and retail operations. Involves the supervision of approximately 12 employees. The Division Manager is subject to temporary assignment to other operations as designated by the Executive Manager of Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Managing the Divisions in order to produce a product that meets or exceeds the requirements established by the EPA and the TCEQ, and meets or exceeds the expectations of customers.
- Supervising the personnel to include: Hiring, assessing teams, and disciplining personnel in accordance with GBRA policies. Recommending salary increases as needed.
- Preparing and implementing the annual budget and work plan.
- Providing adequate training for personnel to include: Scheduling schools as detailed in work plan. Conducting training sessions as necessary. Evaluating future training needs.
- Providing a safety program as outlined in the GBRA safety policies. Enforcing the "GBRA Safety Manual" and division safety practices.
- Preparing and/or supervising the preparation of all required reports time sheets and billings.
- Approving purchases as outlined in the budget and in accordance with the Procurement Procedure Policy.
- Supervising the preventive, and repair maintenance of the facilities including the Computerized Maintenance Management System (CMMS) and predictive maintenance program.
- Supervising the overall operation including setting the feed rates for all process chemicals to insure the rates are matched to flow and water characteristics.

- Managing the overall operation and maintenance and security all property and equipment, including key control.
- Maintaining coordination with customers and the general public.
- Managing the Operations according to the appropriate contracts established with the customers of GBRA.
- Providing the leadership necessary to achieve the GBRA Mission and the division or system Mission.
- Other duties and responsibilities as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- Read, understand and explain construction plans and specifications, record drawings, operating manuals, safety manuals, Safety Data Sheets, instructions, and labels, etc.
- 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.
- Perform basic and advanced math skills, including algebra, trigonometry, geometry and elementary calculus.
- 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:

College degree in environmental science, biology, chemistry, or related technical field; or two years of college with passing grades in biology and chemistry and five years of progressive supervisory experience in water utilities management.

Registrations and Licenses:

1. Texas Driver's License
2. Acceptable M.V.R.
3. TCEQ Class "B" Surface Water Operator and Class "B" Wastewater Operator licenses or higher or obtain both Class "B" licenses within 18 months of employment.

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

EXPERIENCE & SPECIAL REQUIREMENTS

Must have 5 years supervisory experience in the water profession. Must have good communications skills including the ability to present water and wastewater information on levels acceptable for general and technical audiences.

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 halfmask respirator. Enter and work in confined spaces, as defined by OSHA. Perform basic first aid and CPR. 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. Be able to lift 50 pounds chest high. Must be able to respond to visual/audible alarms and walk several miles in a day.

WORK ENVIRONMENT

Sixty (60) percent indoor and 40 percent outdoors. Works with municipal water, wastewater and associated sludges which may contain disease-causing organisms and with the chemicals used in the treatment of water and wastewater.

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.