



JOB NOTICE

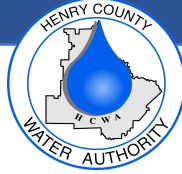
Assistant Manager, Water Operations

The individual in this full-time position reports directly to the Water Operations Manager. The individual plans, directs, and supervises the activities of all employees in the Operations Department involving the installation, maintenance, and repair of water pipelines, installation, maintenance, reading, and repair of water meters and AMR/AMI devices, manages and ensures the effective delivery of timely, efficient field services and the resolution of customer inquiries and complaints, utility location, valve maintenance, landscape repair and contractors concerned with the construction of pipelines or other construction projects. This individual's work is complex and involves significant accountability and decision-making responsibilities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Participates in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve annual goals, objectives, and work standards.
- Studies specifications to plan procedures for construction based on starting and completion times and staffing requirements.
- Sets priorities for workers' daily activities, ensuring all crucial jobs are completed.
- Ensures that orders for tools and materials are delivered at specified times to conform to work schedules.
- Evaluates equipment and materials used in the department and recommends required changes and/or additions.
- Directs and confers with supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various construction phases to prevent delays.
- Confers with supervisory and engineering personnel, inspectors, and suppliers of tools and materials to resolve construction problems and improve construction methods.
- Inspects work in progress to ensure that workmanship conforms to specifications and adherence to construction schedules.
- Responsible for implementing and training technology within the department. This includes but is not limited to work order management, valve maintenance, online maps, and continuously reviewing processes to improve data collection and reporting workflows.
- Works with work order management software and GIS Web Maps to create and track work.
- Prepares or reviews reports on progress, materials used, costs and adjusts work schedules as indicated by reports.
- Directs workers concerning the installation and repair projects of all sizes.
- Contributes to the development of and monitors performance against the annual department budget.
- Ensures compliance of work performed to applicable codes, regulations, and guidelines.
- Responsible for all after-hours repairs of the Water Distribution System.
- Responsible for developing, maintaining, implementing, and coordinating Emergency Action Plans within the department to ensure appropriate safety and security protocols are in place. Duties include identifying and developing procedures targeting risk areas and performing drills or tabletop discussions that raise awareness and train employees to respond appropriately to threats, risks, and emergencies.

Supervisory Responsibilities: Assists in managing all employees, including subordinate supervisors/foremen who supervise the employees in the Operations Department. Is responsible for the



overall direction, coordination, and evaluation of these units. Also, directly supervises the non-supervisory employees in the Operations Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience: Bachelor's degree from a four-year college or university; at least three years of supervisory experience and/or training; or equivalent combination of education and experience.

Computer Skills: To perform this job successfully, an individual should have knowledge of Microsoft Office, Access (GIS mapping software), Accounting software, AMI Software (Analytics & RNI), and the Customer Database Cogsdale GP.

Certificates, Licenses, Registrations: Valid Georgia Driver's License, Level 1A Erosion Control Certification, and Water Distribution System Operator License.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to use hands to handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Therefore, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles, and vibration. The noise level in the work environment is usually moderate.

***Applications for this position will not be accepted after
5:00 p.m. on Friday, August 4, 2023.***

**Henry County Water Authority is an Equal Opportunity
Employer.**