

**Position Title:** Operations Manager of Water, Wastewater, and Field Operations.  
**Employment Category:** Full time, Supervisory  
**Reports To:** Assistant General Manager

**Description:** The Operations Manager is primarily responsible for the operations of all treatment plants, distribution and collection system. Monitors and tracks all data related to operations, assures all facilities are operated within TCEQ/EPA permitted requirements. Plans and supervise plant operators, and field personnel. Supervise and coordinate residential and commercial building and plumbing inspections. Reviews and tracks new groundwater conservation district rules, regulations, pumpage limitations, and fees. Identifies pumpage cost increases and assists Assistant General Manager with implementation of rate surcharges to recover the increases. Prepares and submits monthly, quarterly and annual reports. Assists in the preparation and implementation of annual budget, attends board meetings, and works directly with Assistant General Manager. Knowledge of all daily assignments and locations of all field employees during their working hours. Responsible for safety training schedules and preparations. Scheduling of work including overtime requirements. Reoccurring overtime is planned and scheduled in advance and coordinated with staff and Assistant General Manager. The Operations Manager is an exempt employee and therefore is available on a 24 hour basis for emergencies. Knowledgeable of equipment to ensure operating standards, to include State and Federal requirements. Carry out all required reporting requirements including submitting monthly reports as required. Recognize and respond to emergency situations to ensure maximum facility performance and compliance with operating permits. Works closely with consulting firms, contractors, inspectors, and outside vendors working with the District. Ability to carry out complex written or oral directives or instructions. Ability to exercise good judgment when carrying out duties and to maintain good working relationships with the public and fellow employees. Respond to consumer complaints promptly. Prepares and presents to the Assistant General Manager performance appraisals. Any other tasks or duties assigned.

**Required Education:** High School/GED required. Must possess a minimum Class B Groundwater License and Class B Wastewater Operators License from the TCEQ.

**Salary:** DOQ

**Excellent Benefit Package**

**Contact Information:**

Harris County Fresh Water Supply District 61  
Brian Breeding, Assistant General Manager  
Phone: 281.469.9405  
Fax resume and salary requirements to: 281.469.0518