

Harris County Fresh Water Supply District No. 61 Assistant Operations Manager Job Posting

Position Title: Assistant Operations Manager, Water, Wastewater, and Field Operations

Employment Category: Full-time, Supervisory

Reports To: Operations Manager

Location: Cypress, TX

Description: The Assistant Operations Manager assists with oversight and operation of all treatment plants and distribution and collection systems. In conjunction with the Operations Manager, monitors and tracks all operations data and ensures all facilities operate within TCEQ/EPA permitted requirements. Plans and supervises plant operators and field personnel. Supervises and coordinates residential and commercial building and plumbing inspections. Reviews and tracks new local, state, and federal rules and regulations. Prepares and submits monthly, quarterly and annual reports as required. Assists in preparing and implementing the annual budget, may attend board meetings, and works directly with the Operations Manager.

Essential Job Functions:

- Knows all daily assignments and locations of field and operations employees during working hours.
- Ability to prioritize and delegate assignments in order to meet the needs of the District.
- Scheduling of work, including overtime requirements. Recurring overtime is planned, scheduled in advance, and coordinated with staff and the Operations Manager.
- Provides sound technical advice to operations and field staff.
- The Assistant Operations Manager is an exempt employee and therefore is available on a 24-hour basis for emergencies.
- Knowledgeable of equipment to ensure operating standards, including State and Federal requirements. Carry out all required reporting requirements, including submitting monthly reports as required.
- Recognize and respond to emergencies to ensure maximum facility performance and compliance with operating permits.
- Work closely with consulting firms, contractors, inspectors, and outside vendors working with the District.
- Ability to review and interpret engineer drawing/plans.
- Ability to prepare and carry out complex written and 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 performance appraisals to the Assistant Operations Manager.
- Adheres to and enforces all District Policies.
- Any other tasks or duties assigned.

MINIMUM QUALIFICATIONS:

Education, License, and Experience Guidelines

High School diploma or equivalent. Must have a valid Class "B" Water and Wastewater Treatment Operator license issued by the Texas Commission on Environmental Quality with the ability to obtain a Class "A" license within 2 years of employment. Eight (8) years of full-time progressively responsible experience in a related field OR any combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job will be considered.

Preferred License and Experience:

Class "A" Water and Wastewater Treatment Operator license issued by the Texas Commission on Environmental Quality. Eight (8) years of full-time progressively responsible experience in municipal wastewater treatment operations. Three (3) years of supervisory experience requiring a high level of management and leadership skills.

Additional Knowledge, Skills, and Abilities:

- Advanced process control procedures and performance management in water and wastewater treatment.
- Working knowledge of SCADA and plant automation schemes.
- Knowledge of TAC 30 regulations.
- Ability to prepare clear, concise, and comprehensive reports.
- Ability to create and deliver a compelling presentation that effectively communicates information.
- Knowledge of policies related to records retention and the ability to maintain detailed and accurate records.

Salary: \$80,000 - \$100,000 DOQ

Why Join Our Team?

- **Excellent Benefit Package**
- Stable, full-time employment
- Opportunities to learn new skills and grow within the organization
- Meaningful work maintaining essential public infrastructure
- Collaborative and supportive team environment

Harris County FWSD #61 is an Equal Opportunity Employer

This position is subject to a criminal history check. Only relevant convictions will be considered and, even when considered, may not automatically disqualify the candidate.

Contact Information:

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Harris County Fresh Water Supply District 61

281.469.9405

Fax resume and salary requirements to: 281.469.0518 or email psmagee@district61.org