

ALL SEASONS WATER USERS DISTRICT

SYSTEM OPERATIONS MANAGER

Position Summary

Under the direction of the System Manager, the Operations Manager manages system Operations and Maintenance.

Operations Manager Position Summary

- Supervising/directing the field staff
- Direct all day to day operations and maintenance.
- Repairs and maintenance of the regional water system.
- Schedules maintenance and repairs of equipment to ensure good water quality.
- Calibrates pumps and valves.
- Collects and tests water samples.
- Maintains careful records and creates detailed reports.
- Schedule and oversee system construction performed by contractors.
- Directly deal with District customer.
- Directly deal with customers during outages, shut-offs, and new construction/connections.
- Manage North Dakota One Call requests.
- Conduct booster pump station and water reservoir tanks inspections for needed maintenance and repair.
- Diagnose complex operating problems and take effective courses of action.
- As an On-Call Technician; attend to emergency calls, respond to the emergency as quickly and safely as possible. Evaluate situation and determine best course of action. Take further precautionary actions such as shutting off Pumping Stations or System Valves, etc., after verifying the exact locations.
- Interpret drawings, blueprints, schematics, and diagrams for record keeping, planning and executing projects.
- Collaborate with operators in developing, supporting, and executing Capital Improvement Projects and provide to System Manager.
- Maintain accurate records of all system operations and maintenance activities.
- Office and computer skills.
- Provide reports to System Manager as required.
- All required actions needed to keep system operating to ensure good quality water and service.

- Operating, maintaining, inspecting, diagnosing, repairing, and overhauling meters, valves, pressure and level control systems, analyzers, instrumentation, electrical control systems, Supervisory Control and Data Acquisition systems, and other related equipment and appurtenances.

- Understanding of Hydraulic Modeling of water systems.

- Other duties as required.