

Reports To: Field Operations Manager

Supervises: Maintenance Employees

Summary: Direct the operations of daily maintenance functions throughout the district; identify priorities, planning strategies, monitoring performance and providing instruction, and direction to maintenance staff.

Essential Duties and Responsibilities Include:

- ◆ Coordinating personnel activities for operations maintenance throughout a geographic section of the district including planning job assignments, equipment needs, monitoring safety procedures, and measuring performance.
- ◆ Completing administrative duties including records management, work activity logs, budget reports, productivity reports, and project status checks.
- ◆ Performing procurement and materials management functions including pricing equipment and materials, making purchasing decisions, ensuring proper delivery and storage.
- ◆ Training personnel in appropriate maintenance and safety procedures.
- ◆ Communicating with district operations manager and general manager regarding personnel matters, daily operations and production, expenses and recommended systems modification and improvement.
- ◆ Maintain relationship with landowners, tenants and lessees.
- ◆ Monitor and check time sheets of maintenance personnel.
- ◆ Ensure all subordinates adhere to the District's Safety Program.
- ◆ Ensure work is performed in a safe and organized manner and that the District's facilities are maintained in an operational and orderly manner.
- ◆ Follows appropriate policies, procedures, rules and regulations. Maintains accurate records.
- ◆ Perform other duties as required.

Knowledge Required:

Overall understanding of the District's operations including local, state and federal laws, regulations and policies governing the District including the TCEQ rules and regulations, Mission of CRMWD, water supply contracts and agreements, easement, land and right-of-way agreements and permits.

Coordination and Communication:

Activities of the District require continual communication and coordination. Communication and coordination may include managers, employees, customers, landowners, elected officials, local, state and federal agencies, consultants, vendors and the general public. If unusual or emergency situations arise, the appropriate person(s) should be notified as soon as possible.

Education, Training and Experience:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. Prefer 7 to 9 years experience.

Certification or License:

Valid Class A Commercial Driver's License, Class C Water License

Equipment Used:

Vehicle, Cell phone, Radio, GPS, Hand tools, Power tools

Physical / Mental Demands:

Requires sight, hearing, speech, hands, and feet for the direction and supervision of all operations activities. Required to climb or balance and stoop, kneel, crouch, or crawl. Must be able to read, write, and reason at a level that decisions regarding system operations and emergency situations can be made accurately and timely, record keeping and assignments may be coordinated and completed and work may be delegated to subordinate personnel. Requires physical ability to be "on-call" for response in emergency and/or critical periods. May require outside work in all types of weather including heat, cold, and inclement, stormy conditions. May require exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. May require physical exertion in emergency or extremely busy situations. Requires some travel with overnight stays.