

**Reports To:** Operations Manager

**Supervises:** Operations Employees

**Summary:** Primary responsibilities include the day-to-day administration and management of all activities relating to the operations of the District's water supply systems. This Division includes the District's Central Control and the Big Spring Raw Water Production Facility.

**Essential Duties and Responsibilities Include:**

- ◆ Manage the District's Central Control, which includes operation of pipelines, pump stations and water quality enhancement facilities.
- ◆ Clear understanding of the District's water transmission system and the hydraulics involved in its operation.
- ◆ Manage the Big Spring Raw Water Production facility.
- ◆ Oversee the preparation of annual TCEQ and TWDB reports as well as monthly and daily operating reports.
- ◆ Emergency planning and response to water supply and diverted water system operations.
- ◆ Assist in the development of short-term and long-range plans and strategies, including system improvements and upgrades.
- ◆ Screen, interview and recommend new employees for employment.
- ◆ Follow appropriate policies, procedures, rules and regulations. Maintains accurate records.
- ◆ Perform other duties as required

**Knowledge Required:**

Overall understanding of the District's total operation including local, state and federal laws, regulations and policies governing the District including the District's enabling legislation (CRMWD Act), TCEQ rules and regulations, Mission of CRMWD, legal aspects of water supply contracts and agreements, easements, 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 Board members, managers, District staff, 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:**

Bachelor of Science Degree in Engineering or Management is preferred, but directly related experience will be considered. Five years of progressive experience within the public and/or private sector planning and managing multiple projects including scheduling of resources, personnel and personnel management. Experience in water supply operation and distribution is preferred.

Skilled in the operation of personal computers with proficiency in software applications including Microsoft Office, Word and Excel and GIS

**Certification or License:**

Class B Surface Water License preferred.  
Valid Texas Drivers License - Class "C" required.

**Equipment Used:**

Personal computer, surveying equipment, automobile, and watercraft.

**Physical / Mental Demands:**

Requires the ability to read, write, reason, and communicate at such a level that management decisions can be made accurately and timely and subordinates can be directed. Requires analytical and speaking skills necessary to make presentations. Requires frequent travel with some overnight stays. Requires negotiation over varying terrain. Most of the work is performed in an office environment however frequent field visits are required.