



City of South Bend

Vacancy Announcement

OPERATIONS MANAGER-CSO

Category: Full Time
Department: Public Works/Utilities
Reports To: Director of Utilities, Assistant Director of Utilities
Schedule: Monday-Friday, 8:00am-5:00pm. On call 24/7 for after-hours emergencies. Hours may vary based on operational needs.
Pay Rate: \$63,000-\$69,000/yr. (Exempt)

Position: **SUMMARY**

The Operations Manager-CSO will direct and oversee the CSO/Collections System staff of the wastewater treatment plant. The Operations Manager-CSO will ensure that the City of South Bend, NPDES permit and subsequent CSO operation plan and reporting requirements are being implemented at the field level and are consistently met for operating a collection system, including CSO's.

SUPERVISION EXERCISED

- Direct and oversee the CSO Collections System staff of the wastewater treatment plant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Actively support the mission statement of the City and the Utility.
- Assist with hiring, training, team building, and evaluation of wastewater personnel.
- Recognize good work performed by employees; recommend employees for promotion.
- Look for and make recommendations for improvement.
- Follow the City's progressive discipline practices as necessary.
- Assume administrative duties; time cards, vacation schedules, overtime assignments, record keeping and reporting as necessary.
- Maintain schedules and review jobs for completeness and correctness.
- Confirm appropriate manpower for each planned job to assure appropriate skills composition of each assigned crew or individual for effective work execution.
- Participate in weekly coordination meetings to ensure that each week's scheduled activities are mutually agreed upon and have the right priority.
- Ensure that good housekeeping and safe work practices are followed.
- Actively lead safety and information sharing.
- Identify and provide training for staff.
- Provide technical assistance and expertise to management on how best to operate and maintain the treatment equipment.
- Provide timely progress reporting to management on all performance data with regular updates on relevant issues.
- Actively use maintenance management software for service requests, work order review, parts ordering and inventory.
- Make recommendations for continuous improvement of the processes and systems used in operation.
- Accountable for:
 - Efficient operations of collections system.

- Overseeing compliance with safety standards and procedures.
- Operating, optimizing and maintaining the pumping and treatment processes and facilities.
- Operating and maintaining CSO and related SCADA and equipment where applicable.
- Managing operations to ensure customer satisfaction and service levels.
- Adhering to operating budget and regulatory compliance.
- Ensuring resources or support services are properly planned for and developed.
- Ensuring staff maintain appropriate licensing.
- Facilitating communication among personnel and departments.
- Managing the system to division Key Performance Indicators (KPI's).
- Developing and continuously improving Standard Operating Procedures (SOP's).
- Ensuring departmental compliance with safety and regulatory policies.
- Managing and optimizing environmental compliance and reporting.
- Interfacing with Engineering to ensure proper implementation of capital projects in the process area.
- Managing relationships with outside contractors.
- Responsible for:
 - Participating in the development of and adherence to operating and capital budgets.
 - Assisting Director with local relationships, including regulatory, municipal, and clients.
 - Completing performance reviews of direct reports.
 - Ensuring cross training of personnel.
 - Providing leadership and motivation for personnel.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assume additional responsibilities as directed or as delegated.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree or equivalent education preferred. Education in any combination equivalent to a college degree in the fields of environmental sciences or sanitary engineering.
- Five years of increasingly responsible experience. Experience may be substituted with appropriate level of studies and demonstrated technical competence in progressively advanced experience in large utility management and operations.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of water/wastewater treatment methods, distribution/collection system operations and maintenance, engineering principles related to water/wastewater treatment and distribution/collection facilities.
- Must have an understanding in hydraulic principles and Collections System operations and maintenance.
- Operation and maintenance knowledge of CSO's, Lift Stations, force mains, air relief valves, pumps, River crossings and related equipment.
- Understanding of odor control chemistry for collections system treatment procedures.
- Proficient management and supervisory, interpersonal, and problem solving abilities.
- Must possess strong communication skills, both orally and in writing.
- Proficient with Microsoft Office.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License required.
- Must have, or receive as soon as practicable, a CS IV Collections System Certification.

EQUIPMENT

Vehicle, computer, telephone, copier, small & large hand tools, electronic troubleshooting and calibration equipment, various safety equipment, valves, motors, pumps, and various other process control and maintenance equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to stand, climb, balance, walk, talk and use hands to fingers, handle or feel objects, tools or controls. The employee must lift and carry materials weighing up to 60 pounds on a daily basis, and must be able to work in and around confined spaces and open and unprotected water. Specific vision abilities required in this job include; vision, and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a standard office setting and in the field. Some exposure to noise, duct, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions. The employee will work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Field work includes entering confined spaces, manholes, and performing sewer inspections.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions can be submitted online at www.southbendin.gov/jobs or at the application kiosks: 12th floor of the County-City Building (227 W. Jefferson Blvd.); Martin Luther King Jr. Recreation Center (1522 W. Linden); or O'Brien Fitness Center (321 E. Walter St.).

Pre-Employment Drug Screen