

PIEDMONT TRIAD REGIONAL WATER AUTHORITY

Function Job Title: Operations Manager
Reports to: Deputy Executive Director
Department: Plant Operations
Closing Date: 4/30/2025



Primary Purpose:

Performs highly responsible technical, administrative, and supervisory work directing and coordinating operations and maintenance of a 14.7 million gallon per day (MGD) surface water treatment facility, transmission system, water storage facilities, and pumping stations.

Essential Duties and / or Responsibilities:

The following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Act as the Operator in Responsible Charge (ORC) for overall plant operations. As the ORC, this position is legally responsible and accountable to regulatory authorities on behalf of PTRWA.
- Direct/indirect supervision over all operations staff.
- Provide knowledge and training on safety program requirements for water plant employees.
- Serves as the company representative on the Local Emergency Planning Committee
- Prepare Standard Operating Procedures (SOPs).
- Order bulk chemicals and maintain chemical inventories.
- Provide input on capital improvement project (CIP) planning.
- Coordinate with the maintenance division on repair activities.
- Purchase order procurement/reconciliation.
- General oversight of the operations budget.

Minimum Required Skills or Competencies:

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in chemistry, engineering, environmental or related studies.
- Class "A" North Carolina Water Operations Certification.
- Physical Chemical Grade 1
- 10+ years of experience operating a Class "A" treatment facility.
- 5+ years of experience in a supervisory capacity.
- Understands and demonstrates knowledge and experience with surface water treatment techniques, regulatory requirements, and water quality administrative controls and procedures.
- Ability to perform general physical activities that may include sitting, standing, walking, talking, seeing, hearing, lifting, reaching, climbing, and repetitive motions.
- Ability to exercise independent judgment and decision making in routine and emergency situations.

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Desired Skill or Competencies:

- Experience working with an authority or other multi-governmental organization.
- 5+ years of experience in membrane filtration water treatment.
- 7+ years of experience in surface water treatment.
- Strong interpersonal skills, with the ability to establish and maintain effective working relationships with co-workers, supervisors, the public, and other agencies.
- Certification in first aid and CPR.
- Certification in water and boat safety.

Compensation/Benefits: (Range \$75,877- \$131,055; Exempt)

The salary for this position is based on experience and qualifications. PTRWA offers an excellent benefit package including participation in the NC Local Government Employee Retirement system, employer 401K plan contribution, paid health, dental and life insurances, paid holidays, vacation and sick leave.