



Holland Board of Public Works Job Description

Date: 12/19/2011

Revision: 1

Title: Operations Director

Job Summary:

This position is responsible for the overall management including operations, maintenance, planning and budgeting of the electric production, water treatment and wastewater treatment operations. This position, reporting to the General Manager, is part of the Executive Staff group.

Responsibilities:

- Manages the Electric Production, Water Production, and Wastewater Treatment groups including operations, maintenance, planning and finances.
- Prepares and monitors the department operating and capital budgets and project expenditures.
- Works with the Business Services department to prepare and evaluate long range capacity additions.
- Ensures conformance with state and federal regulations that affect the operating departments.
- Reviews, evaluates and prepares financial and operating reports on plant operations.
- Promotes and evaluates opportunities for efficiency improvements resulting from shared resources between plant operating areas.
- Ensures safety programs are implemented and adequate to meet the goals for safety in the plant operating groups.
- Performs personnel related functions such as recruiting, interviewing, hiring, evaluating, promoting, disciplining and dismissing.
- Establishes and maintains effective communications and working relationships with other governmental units, subordinates, and the general public.
- Serves as the organization's Designated Representative to the environmental regulatory agencies.
- Serves as a member of the Executive Staff group, developing policies and setting the strategic plan for the organization.
- Performs other duties as assigned.

Qualifications:

- Completion of a Bachelor's of Science Degree in Engineering from an ABET accredited college or university, or equivalent educational program. Professional engineering license is preferred.
- Financial management knowledge and experience equivalent to graduate studies in business or management.

- Thorough knowledge of the construction, operating principles and hazards of power generation, water filtration and wastewater treatment systems and machinery.
- Ten years of management experience in the operations, maintenance and planning of an electric, water or wastewater utility.
- Interpersonal skills necessary to represent and act as an official spokesperson for the organization, manage the activities of a diverse group of employees, and work productively with all levels of organizational personnel.
- Mental ability to work on projects requiring concentration and attention to detail with frequent disruptions. Frequent simultaneous handling of multiple projects is experienced.
- Physical ability to sit/stand in one position for extended periods of time. Ability to occasionally lift/carry/transport items weighing up to 50 lbs.
- Leadership skills necessary to manage the activities of a diverse group of employees and to work productively with all levels of organizational personnel.
- WorkKeys NCRC, Gold Level preferred (Reading – 5; Math – 5; Locating – 5).

Working Conditions:

- Normal office environment with minimum discomfort due to noise, dirt, and dust.
- Work includes periodic exposure to environmental hazards associated with electrical, mechanical and/or power equipment.
- Work includes outside working conditions with occasional exposure to extreme hot or cold weather conditions.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties the assigned to or required of this position.