



OPERATIONS SUPPORT MANAGER

Treatment Process Division

Operations Support (5301)

Grade 31 | \$66,914.13- \$111,620.61*

Open: June 13, 2022 • **Close:** Until Filled

**DOE-Starting salary will be between minimum and midpoint in the range.*

RESPONSIBILITIES:

The **Operations Support Manager** manages the Operations Support Section. Responsible for ensuring that work assignments of the Section are carried out in a safe and efficient manner throughout a 7-day per week schedule. Plans, schedules, and organizes staff, and directs the activities of the Section to optimize use of available resources. Performs paper and computer recordkeeping for technical and administrative functions.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

- Communicates instructions to Team Leads; performs the planning and scheduling of work; sets the pace of work and may assign immediate tasks to be performed by individual members of the group.
- Exercises authority directly and through the Operations Support Assistant Manager and Operations Support Technical Leads.
- Defines and creates work groups, assigns work schedules, and delegates work to task leaders.
- Performs leave request review and approval, annual performance evaluations, timesheet review, and necessary discipline.
- Conducts interviews pursuant to hiring and makes recommendations on hiring and employee dismissal.
- Prepares service and materials requests for preventive and corrective work tasks, works with computerized maintenance management system and provides input for update of work order status and planning functions; performs administrative tasks.
- Coordinates with design engineers and reviews plans and specifications of proposed expansion, alteration, maintenance and repair projects.
- Supervises backhoe, tractors and dump trucks, high PSI air compressors, large industrial vacuum loaders, high PSI pressure washers operations.
- Directs cleaning of debris and scale from tanks, pipes and other areas and confined spaces. Arranges the dewatering, cleaning, and maintenance of wet wells, interceptors, force mains, clarifiers, emergency retention ponds (ERPs), other ponds, buildings and equipment.
- Arranges or performs video-camera inspection of concealed facilities and pipelines.
- Responds to adverse weather and other emergencies; clears and treats roads and walkways to prevent buildup of snow and ice; ensures safe ingress/egress of all buildings and areas for which the Section is responsible.
- Provides general supervision of the Landfill and management support to the Operations Support Assistant Manager in their role as Landfill Manager.
- Coordinates and is responsible for work performed by contractors and staff; checks accuracy of work against job requirements using a variety of measuring devices.



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Human Resources Department

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- Supervises preparation of work orders, requisitions and recurring reports and Monitors work orders, memoranda and e-mails, and performs other administrative tasks associated with the Section. Keeps labor and material records, monitors charges to cost centers, and keeps track of labor hours.
- Keeps current listings of emergency and safety equipment, and obtains emergency tools and parts for repair.
- Coordinates work with Shift Managers and other UOSA entities and contractors.
- Maintains Section-specific technical literature and drawings.
- Identifies needed materials and assists in locating suppliers.
- Proposes modifications to improve performance and efficiency.
- Prepares budget estimates.
- Plans work and prepares orders for materials.
- Organizes and assigns housekeeping tasks related to assigned work.
- Performs supervision and work in confined spaces as requested; must meet all confined space entry requirements.
- Actively briefs subordinate employees on UOSA management directives and policies and supports the same.
- Leads by example and performs and assists with all duties expected of subordinates.

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

Any combination of education, experience and training coupled with high school education or GED that provides the required knowledge, skills and abilities is acceptable. Extensive knowledge of plant and plant operations, descale work methods and procedures, working knowledge of and ability to work with blueprints, schematics, and building codes. Must be able to plan work, prepare work schedules, and provide inspection of work performed by Operations Support staff and contractors. Must have thorough knowledge of safety hazards and ability to implement safety policy and procedures. Ability to operate and knowledge of safety procedures for medium-sized motor equipment. Physical requirements of position to include extensive walking, bending, stooping, climbing of stairs and ladders, lifting and carrying 75 pounds.

ADDITIONAL REQUIREMENTS:

Possession of a valid Commonwealth of Virginia vehicle operator's license is required. Possession of a Commonwealth of Virginia Waste Management Facility Operator Class 2 License or the ability to obtain one within two years. May be required to obtain a commercial operator's driving license. Must be able to work extra hours as required to meet needs of plant, will be required to respond to adverse weather and other related plant emergencies, requiring on-call duty and possible extra hours situations.

The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position.

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All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: Uosa.org/Careers > **Candidate Profile.**

Once logged into your profile, click on **Find Jobs** in the upper left-hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.