

Virgin Islands Waste Management Authority
Job Vacancy Announcement
Wastewater Operations and Maintenance Manager

SALARY: \$68,500.00 - 78,500.00

CLASSIFICATION: Exempt

DEADLINE: February 16, 2018

DUTIES AND RESPONSIBILITIES:

- Leads and oversees the management of the Authority's collection system, force mains and wastewater pump stations.
- Supervises and oversees the management of the Authority's maintenance functions to include establishing a preventive maintenance program and a maintenance tracking system. Review and assess the performance of district wastewater treatment plant contractor(s); review monthly discharge monitoring reports to determine compliance.
- Oversees through subordinate supervisors the proper maintenance of the Authority's assets and/or Equipment.
- Provides focus and momentum for continuous improvement in the reliability and "up time" of the Authority's pump stations.
- Coordinates daily operations and maintenance activities with the collective bargaining unit and operating staff to achieve improved efficiency and productivity.
- Prepare reports for review and concurrence by the Director to ensure accurate and timely submittals in accordance with permits, and administrative orders.
- Execute established internal procedure which ensures outages or pump station downtime is reported in accordance with permit requirements.
- Oversees through subordinate supervisors the effective utilization of labor resources, and assigned assets, to maximize productivity.
- Identify training needs for the staff and work with the Director to identify career development strategies for succession planning.
- Addresses deficiency identified in regulatory agencies' inspections, internal audits and/or compliance studies and execute agreed upon corrective actions to resolve the deficiencies.
- Manages subordinate supervisors and execute established measurable operating objectives, goals and service levels for all subordinate functions.
- Participates in the investigation of all accidents, and environmental spills, releases or violations and assists in developing appropriate corrective actions.
- Coordinates closely with the Environment, Health & Safety Manager and ensures that supervisors are fully engaged in daily operations and informed.
- Participates in disciplinary actions, including grievance process, if necessary.

- Work with Director to develop operating and maintenance manuals, Standard Operating Procedures, and training guides for all significant activities.
- Collaborate with Director to develop Division budget.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- A degree in Engineering, Biology or Environmental Science is desirable and a minimum of five (5) years of wastewater operations experience including at least three (3) years managing wastewater operations or utility. OR
- A high school diploma and a minimum of ten (10) years of wastewater operations experience including at least five (5) managing wastewater operations or a utility.
- A valid US Virgin Islands driver's license is required.
- Wastewater certification is desirable.

Virgin Islands Waste Management Authority is an Equal Opportunity Employer