

Job Title: Operations Manager  
Department: Utilities Board Administration  
Service Type: Classified  
FLSA Status: Exempt

Under the administrative direction of the General Manager, the Operations Manager is responsible for the overall supervision, planning, and management of operations of the Opp Utilities Board and for ensuring quality provision of electric, water, and sewer services for the city. Promotes positive community relations on behalf of the Opp Utilities Board and remains on call to provide emergency service.

1. Knowledge of water, sewer, and electric systems and operations.
2. Knowledge of EPA and ADEM testing and compliance regulations.
3. Knowledge of Alabama Highway Department Utility Manual.
4. Ability to give instructions to employees and communicate with customers, city officials, and the general public.
5. Writing skills to complete routine reports and correspondence.
6. Reading skills to comprehend state and federal regulations pertaining to electric, water, and sewer operations.
7. Mathematical skills to calculate project costs.
8. Ability to establish and maintain positive working relationships with the general public.
9. Ability to grasp new concepts and keep up-to-date with changes in electric, water, and sewer technologies and regulations.
10. Ability to supervise the work of others.
11. Ability to work overtime, nonstandard hours, weekends, and holidays as needed for Emergencies and willing to be on call.
12. Willing to travel to attend conferences and training sessions.
13. Possess a current Alabama driver's license

#### Minimum Qualifications

1. Bachelor's Degree in Civil Engineering or Electrical Engineering preferred from an accredited institution. Will consider Finance or Business Administration or related disciplines from an accredited institution with a minimum of five (5) years' experience in the Utility management/operations sector.
2. Any combination of education and experience which provides the necessary qualifications listed above.
3. The desire to work for a small town Utility
4. Must possess a positive attitude and willingness to portray the Utility as a partner of the community

#### Physical Demands

The work requires some physical exertions such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items weighing in excess of 50 lbs. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity.

#### Salary and Benefits

Salary is negotiable and based on experience. Benefits include Tier I State retirement, Paid leave includes vacation, sick and holiday pay. Health, Dental and Life Insurance are provided

All interested applicants may submit a cover letter, resume and salary requirements to Opp Utilities Board, P.O. Box 610, Opp, Alabama 36467 and reference Operations Manager or you may apply in person at the Opp Utilities Board Human Resources Office at 109 E. Hart Avenue, Opp, Alabama 36467

The Opp Utilities Board is an Equal Opportunity Employer