



OPERATIONS MANAGER

Job Description

JOB TITLE	Operations Manager
JOB LOCATION	747 Midvale Road, Sunnyside, WA
REPORTS TO	Executive Director
SUPERVISES	IWWTF Staff
ANNUAL SALARY	\$90,177 - \$143,222 DOE
POSITION STATUS	Full-Time, Exempt

POSITION OVERVIEW

The Operations Manager is responsible for overseeing all operations of the Port's Industrial Wastewater Treatment Facility (IWWTF) to ensure efficiency and full compliance with the National Pollutant Discharge Elimination System (NPDES) permit. Key duties include supervising staff, maintaining regulatory compliance, optimizing operational performance, and preparing required reports for local, state, and federal agencies. Clear and effective communication with internal teams and regulatory authorities is essential. The role also leads long-range planning efforts to support continued growth and sustain efficient facility operations.

ESSENTIAL JOB FUNCTIONS

- Administers the operations and maintenance of the Industrial Wastewater Treatment Facility;
- Reviews IWWTF and related systems to ensure proper operation, maintenance, and adherence to standards and requirements, and directs staff actions to resolve discrepancies;
- Plans and directs for the implementation of information management and supervisory control systems;
- Maintains comprehensive documentation of all operations, maintenance, and modification activities associated with the IWWTF;
- Exercises direct supervision of all personnel at IWWTF;
- Prepare engineering reports as necessary to maintain and expand the capacity of the IWWTF;
- Design upgrades for existing facilities or participate in the design of major changes or new construction additions to the treatment process;
- Maintain proficiency using various computer programs to analyze data and prepare routine reports;
- Review, analyze, and may occasionally perform a variety of tests on water & soil samples using specialized equipment and instruments specific to the sampling, analysis, and processing of wastewater;
- Ensure the IWWTF is operating within the limits contained in the Port's NPDES permit;
- Establish and maintain effective working relationships with employees, Commissioners, other agencies, and the public.
- Set both short- and long-term goals for self and staff to support current needs and future growth of the IWWTF;
- Attend monthly Commission meetings to update Commissioners on IWWTF operations with relation to treatment, improvements, issues, and industry developments.
- Regular communications with regulatory agencies in all areas related to the operations of the IWWTF;
- Successfully manage time and prioritize tasks within the parameters given by the Executive Director.



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KNOWLEDGE, SKILLS AND ABILITIES

- Proven capabilities in efficiently operating an NPDES permit
- Thorough knowledge in industrial laboratory best practices and procedures
- Ability to review, interpret, and analyze engineering reports and communicate content to staff and Commission
- Knowledge of safety practices and procedures as applicable to IWWTF and related equipment
- Comprehensive understanding of industry process control standards for Industrial Wastewater Treatment
- In-depth knowledge of local, state, and federal regulations and standards related to industrial wastewater treatment facility operations
- Ability to operate laboratory equipment used in samples analyses
- Ability to communicate effectively and in writing to provide the appropriate response to inquiries, complaints, or problems regarding the Port's Industrial Wastewater Operations
- Capability to develop necessary maps and schematics of the system, reports, and forms for reporting and presentation of data to Port staff, industrial customers, and local, state, and federal government agencies

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

- Bachelor's degree in environmental or civil engineering or related discipline;
- Five (5) years supervisory, management, and/or leadership experience in municipal or industrial operations;
- Three or more years of experience in the operational management of a National Pollutant Discharge Elimination System Permit (NPDES).

LICENSES/CERTIFICATIONS

- Valid Washington State Driver's License
- Wastewater Operator Certification – Level II or III (preferred)

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Hours of operation are 8 am – 4:30 pm M-F
- Duties are primarily performed in an office environment
- Subject to 24-hour call back, for emergency conditions
- Safely operate all Port vehicles
- Work is performed both indoors and outdoors in all weather conditions
- Travel to meetings in or out of town may be required
- Must be physically able to perform the essential functions of the job including, but not limited to, the ability to properly lift up to 50 pounds and walking long distances per day on uneven terrain and concrete

The physical demands of the position described above are representative of the duties that may be required of the position at any time. The environmental characteristics described are representative of the conditions the employee may experience at any time during the performance of their duties.