

# Lavaca-Navidad River Authority

## Job Description

**Job Title:** Assistant Manager, Operations  
**Department:** Administrative  
**Reports To:** General Manager  
**FLSA Status:** Exempt  
**Prepared By:** Human Resource Manager  
**Approved By:** General Manager  
**Approved Date:** September 2018

### Summary

The incumbent of this position is responsible for providing engineering and specialized support services to assist in the effective management of LNRA Divisions.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned as needed.

Provide engineering support in the area of Water Delivery Systems.

Provide engineering support in the area of Reservoir Management.

Provide engineering support in the areas of Water and Wastewater Treatment.

Assist with policy and contract development and implementation.

Assist in Project Operations.

Manage Consultant Engineering Resources.

Comply with LNRA Safety Manual.

### Supervisory Responsibilities

Supervisory responsibilities may be assigned including staff engineers, technicians and support personnel.

Provides leadership in establishing team goals, scheduling resources, assisting other team members with the work load, maintaining awareness of new methods and technologies, and mentoring and training other team members.

Plans and evaluates the performance of assigned personnel. Establishes performance requirements and personal development goals.

Manage operations and projects within budget constraints assigned.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience

Professional Engineer with progressive work experience in the areas of transportation, water resource management, soil mechanics, water delivery system hydraulics, water and wastewater treatment or Engineer in training with a minimum of four years of progressive experience in the areas of water resource management, soil mechanics, water delivery system hydraulics and water and wastewater treatment operations.

### Certificates, Licenses, Registrations

Valid Texas Drivers License. Insurable driving record. P.E. licensed in Texas in good standing or E.I.T. with ability to pass the P.E. examination.

### Language Skills

Ability to communicate effectively in the English language, both orally and in written materials.

### Mathematical Skills

Advanced math skills.

### Reasoning Ability

Ability to apply principles of logical or scientific thinking to practical problems.

### Computer Skills

To perform this job successfully, employee must be proficient in with a computer and Microsoft Office.

### Other Skills and Abilities

Ability to read, analyze, and interpret engineering plans/specifications and other technical and non-technical documents. Ability to respond effectively to inquiries or complaints. Ability to write articles and/or presentations to public groups and/or the Board of Directors. Advanced public relations skills. Advanced writing skills to accomplish contract, policy, and correspondence writing. Intermediate understanding of chemistry, limnology, and hydrology. Basic knowledge of the Texas Water Code.

### Other Qualifications

Occasional travel may be required.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear; and taste and smell. The employee must frequently lift and/or move up to 50 pounds on a daily basis. The employee must be capable of climbing a ladder to a minimum of 50 feet; climbing a minimum of one flight of stairs on an intermittent basis; and open and close wire and metal gates. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee may be exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places and outside weather conditions. The employee may be exposed to fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment may be loud.

### **Tools and Equipment Used**

While performing the duties of this job, the employee is frequently required to operate the following equipment:

Automobile, light trucks and trailers, testing equipment, computer calculator, copy machine, telephone, pager, two-way radio, gages, meters and levels, hand and power tools.