



OPERATIONS MANAGER

\$93,400 - \$119,206

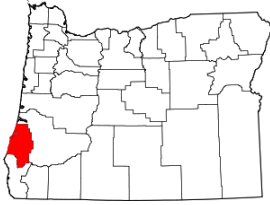
Plus Excellent Benefits

Apply by
January 28th, 2024
(First Review, Open Until Filled)

***P*ROTHMAN**



THE COMMUNITY



Coos Bay, North Bend, Charleston, and surrounding areas make up a diverse area of historic charm, natural beauty and outdoor adventure known as Oregon's Adventure Coast. The area has its own unique independence while still being woven into a strong regional community on Oregon's South Coast. The area offers untamed expanse to the Southern Oregon Coastal Wilderness that includes the Oregon Dunes National Recreation Area, long stretches of sandy beach, and forested hikes nearby. Close access to rivers, lakes, Coos Bay, and the Pacific Ocean make the region a perfect playground for water sport and exploration. A short 10-minute drive out of town will immerse you in the beauty of Cape Arago and Shore Acres State Park which offer some of the most beautiful views and hiking on the Southern Oregon Coast. The urban areas of Coos Bay and North Bend also offer an artistic and historic bayside that is home to a multitude of historic buildings, theaters, shops, restaurants, galleries, and parks.

THE ORGANIZATION

The Coos Bay-North Bend Water Board (Water Board) employs 42 employees that work to manage the source of supply, treatment, distribution, customer service, including billing and collection to approximately 35,000 people or 13,600 customers in the Coos Bay and North Bend areas. The Water Board operates on a \$9 million dollar budget that includes operations and maintenance for a two large lake reservoirs and dams, a 12 MGD (million gallons per day) water treatment plant, 250+ miles of water main, 18 dual production wells, and 13,600 service accounts. The budget also includes over \$2 million in capital improvement projects on an annual basis across all departments. The Water Board's main purpose and mission is to provide reliable and quality services that meet the present and future needs of the local communities and serve the entire community with safe and reliable drinking water.

The Water Board was established in 1947 when the communities of Coos Bay and North Bend purchased the water system. Since that time the system has expanded due to growth and consolidation with adjacent water utilities.



The Water Board is the largest water utility along the Oregon Coast and provides full-service water supply and distribution to approximately 35,000 people throughout the communities of Coos Bay, North Bend, and parts of the neighboring communities of Charleston, Barview, Bunker Hill, Eastside, Libby, Millington, Glasgow, and Hauser via 13,600 residential, commercial, industrial, public, and irrigation service connections. Many of the Water Board's largest users are in support of the forestry and fisheries industries. The Board's largest users also include regional medical facilities, schools, two casinos, and Oregon State Corrections Facilities, among others. The current service area includes all areas within the existing city limits of North Bend and Coos Bay, and historic customers located outside of the Urban Growth Boundary along Cape Arago Highway, Shinglehouse Road, and the Oregon Coast Highway.

THE OPERATIONS DIVISION

The Operations Division includes 19 employees that are responsible for the day-to-day operation and upkeep of the treatment and distribution systems of the Water Board. The Operations Division has a budget of approximately \$5 million to provide clean drinking water to all of its customers while managing the Water Board source reservoirs which include the 2 billion gallon Upper Pony Creek Reservoir, 125 million gallon Merritt Lake, 90 million gallon Joe Ney Reservoir, and 18 production wells. The division also manages and operations the Pony Creek Water Treatment Plant that serves the community with approximately 4 MGD. The plant starts and shuts down operation every day when the Board's 9 million gallon main tank is left full. The Operations Division also includes a full-service distribution group that are responsible for upkeep and maintenance of 258 miles of water distribution piping, 32 pump stations and 19 storage reservoirs.

THE POSITION

The Operations Manager works under the general supervision of the General Manager, and directs the construction, operations, and maintenance activities of the Operations Division, including the water supply sources, treatment facilities, and the pumping and distribution system. This position exercises full supervision over the Water Treatment and Distribution Sections, and evaluates work performance, making decisions in selection, discharge, and personnel actions. The Operations Manager is responsible for the operation of the Board's Safety Management Plan and assumes division fiscal responsibility by operating within an approved annual budget.

For a full job description, please view the attachment found [here](#).



EDUCATION & EXPERIENCE

A minimum of five (5) years of progressively responsible experience in water utility treatment and distribution operations and maintenance, two (2) years of supervisor experience or education, graduation from senior high school or GED program, and an Associate's Degree from an accredited college or university in science, water systems, civil engineering technology, or any satisfactory equivalent combination of experience and training which demonstrates the knowledge, skills, and abilities to perform is required. A bachelor's degree in engineering, science, business administration or related field is preferred. Candidates must have possession of a valid Oregon driver's license and acceptable driving record at time of hire, and have the ability to obtain Oregon Water Treatment and Distribution Level III Certifications within an agreed upon timeframe at the time of hire.



Necessary Knowledge, Skills, and Abilities:

- Extensive knowledge of regulations methods and techniques as applied to construction operations and maintenance of municipal water treatment and distribution systems and skill in making computations and estimates.
- The ability to critically review varied types of professional and sub-professional engineering products.
- The ability to develop and administer public works contracts in compliance with public purchasing laws.
- Proficiency with various application software and the use of personal computers.
- The ability to formulate and administer programs which optimize asset management.
- The ability to develop and maintain a positive, team-oriented working relationship with Water Board staff.
- Maintains a professional appearance and a courteous attitude toward customers and the general public.



COMPENSATION & BENEFITS

- **\$93,400 - \$119,206 DOQ**
- Eligible for 5% increase after satisfactory completion of 6-month probationary period.
- Health, vision, and dental insurance – monthly employee contribution of 8.2% of cost of plan.
- Retirement plan – 401(a) Defined Contribution Plan (9% to 13% annually).
- Life insurance - \$30,000 term policy – 100% premium paid by Board.
- 457 Deferred compensation plans through Nationwide – available to employees.
- Long Term Disability - paid for by Board.
- Vacation – 90 hours (Less than 5 years) accrue upon hire at prorated rate.
- Administrative Leave – 6 days annually.
- Sick leave – 8 hours per month.
- Holidays – 12 paid.
- Administrative Leave – 6-day pool at hire.
- Voluntary Supplemental Benefit Options: Short term disability, Life flight/ambulatory insurance, Critical Illness Plan, Hospital Indemnity, Accident Plan, Trauma Plan.
- \$5,000 moving allowance.



To learn more about Coos Bay-North Bend Water Board, please visit:

www.cbnbh2o.com

The Coos Bay-North Bend Water Board is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **January 28th, 2024** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "**Coos Bay-North Bend Water Board, OR – Operations Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in



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