

**MARYLAND ENVIRONMENTAL SERVICE  
JOB DESCRIPTION**

**Job Title:** Senior Operations Manager

**FLSA Status/Grade:** Exempt/9

**Group:** Various

**POSITION SUMMARY**

Plans, coordinates and directs the daily functions of assigned operations facility. Acts as liaison between MES Headquarters and facility personnel.

**ESSENTIAL FUNCTIONS**

Assists with budget preparation and expenditure tracking.

Determines manpower, equipment and supply requirements.

Inspects work areas for safety, security and permit operating conditions.

Interacts with clients, contractors, vendors and county and state officials.

Schedules preventive maintenance on facility equipment.

Assists with the preparation and implementation of safety programs and training classes.

Makes recommendations regarding staff and equipment needs and suggests system improvements.

Records and prepares field activity reports including daily equipment operation, production and related records. Maintains and generates spreadsheets to record, report and present operational data.

Assists with the specification and procurement of facility equipment and contracted services.

### **OTHER RESPONSIBILITIES**

Operates MES vehicles and facility equipment.

Performs other work related duties as assigned.

### **SUPERVISORY REQUIREMENTS**

Manages subordinate supervisors who supervise employees at the assigned facility. Responsible for overall direction, coordination and evaluation of managed staff. May also supervise non-supervisory employees. Responsibilities include interviewing, hiring and training employees; planning, delegating and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

### **EDUCATION AND EXPERIENCE**

Graduation from a standard high school or GED plus six years of supervisory experience in field operations, recycling/solid waste, bio-solids management or construction activities.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must be able to pass standard physical exam.

Must have the ability to communicate effectively, orally and in writing and the ability to follow oral and written instructions.

Proficiency with MS Office software, i.e., Excel, Word and Project.

### **LICENSES AND CERTIFICATIONS**

Valid driver's license with less than six points under Maryland law.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand and walk. Must use hands and arms to handle equipment. Occasionally required to stoop, kneel, crouch or crawl to service equipment. Must be able to talk and hear.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

This position requires work indoors and in outdoor weather conditions. May require travel by boat to job sites. May be exposed to heat, cold, wind, rain, snow, mud, ice and dust. The noise environment may occasionally be moderate to loud.