

Assistant Operations & Engineering Manager

Provo River Water Users Association

Location: Pleasant Grove, Utah

Job Type: Full-time

Pay Range: 110,490-165,734

Supervisor: Operations & Engineering Manager

Position Summary

Provo River Water Users Association seeks an experienced civil engineer and capable leader to serve as our Assistant Operations & Engineering Manager.

This is a hands-on management and engineering position that supports the safe, reliable, and efficient operation of the Provo River Project. Working under the direction of the Operations & Engineering Manager, this person will help supervise technical and operations staff, oversee water supply and delivery activities, support engineering and capital improvement projects, protect Project water rights, and represent the Association in meetings with government agencies, consultants, contractors, shareholders, and other water users.

The successful candidate will be equally comfortable analyzing technical information, coordinating people and projects, communicating with diverse stakeholders, and working in the field when operational needs require it.

Primary Responsibilities

Staff Leadership and Operations

- Assist in supervising a team of approximately seven technical and operations employees.
- Help hire, orient, train, assign, and evaluate employees.
- Direct work, review completed assignments, approve time and leave requests, and help resolve employee concerns or conflicts.
- Oversee Provo River Project operations as delegated by the Operations & Engineering Manager.
- Respond to operational problems and emergencies, including outside regular working hours when necessary.
- Recommend improvements to operating procedures, policies, budgets, and resource allocation.

Water Supply, Delivery, and Accounting

- Analyze snowpack, weather, runoff, historical records, and related data to forecast Project water supply.
- Develop and update operating strategies based on changing water conditions.
- Oversee water distribution, water accounting, and preparation of accurate and timely reports.
- Monitor shareholder water use and help ensure deliveries remain within established allocations.
- Coordinate regularly with the water master, river commissioners, water users, Association management, and the U.S. Bureau of Reclamation.
- Develop tools, procedures, and reports that improve the accuracy of water supply and distribution information.
- Train employees in water accounting and reporting procedures.

Engineering and Capital Projects

- Assist with the planning, design, construction, rehabilitation, and maintenance of Project facilities.
- Help develop and implement the Association's capital improvement plan.
- Prepare or review engineering reports, plans, specifications, cost estimates, scopes of work, requests for proposals, contracts, and change orders.
- Evaluate consultant and contractor proposals, designs, fees, schedules, invoices, and completed work.
- Coordinate and oversee the work of engineering consultants, contractors, vendors, and technical specialists.
- Manage or assist with special projects, including budgeting, procurement, construction coordination, startup, and commissioning.
- Diagnose operational or mechanical problems and help establish an appropriate course of action.

Water Rights and Regulatory Coordination

- Help protect Project water rights by reviewing water right applications and evaluating their potential effects.

- Coordinate with Association management, legal counsel, the Utah State Engineer, the U.S. Bureau of Reclamation, and other water users.
- Assist with protests, correspondence, hearings, and other actions involving Project water rights.
- Review plans, studies, environmental documents, and proposed government actions for potential impacts on Project operations or water rights.

Communication and Representation

- Advise the Operations & Engineering Manager and General Manager on engineering, operational, administrative, and planning matters.
- Prepare and present reports to the Association's Board, shareholders, and government agencies.
- Represent the Association at meetings, hearings, committees, and other public or professional proceedings.
- Prepare professional correspondence, reports, official comments, and other written materials.
- Communicate effectively with employees, shareholders, landowners, consultants, contractors, vendors, government agencies, and members of the public.
- Help resolve operational concerns and misunderstandings involving outside organizations.

Required Qualifications

- Bachelor's degree in civil engineering or a related field.
- At least five years of related professional experience.
- Current Utah Professional Engineer license.
- Valid Utah driver's license.
- Ability to obtain Utah Water Operator Certification–Distribution within 12 months of hire.
- Working knowledge of civil and hydraulic engineering principles, utility or infrastructure operations, construction practices, and project management.
- Working knowledge and understanding of Supervisory Control and Data Acquisition systems (SCADA).

- Experience developing and managing budgets, schedules, contracts, consultants, contractors, and technical projects.
- Ability to read and interpret engineering drawings, maps, plans, specifications, easements, and other technical or legal property documents.
- Strong analytical, problem-solving, organizational, written communication, and public presentation skills.
- Ability to prioritize multiple assignments and work both independently and collaboratively.

Preferred Qualification

- Master's degree in engineering or a related field.

Fieldwork and Physical Requirements

This position combines office, meeting, and field responsibilities. Fieldwork may occur year-round in mountainous areas and in a wide range of weather conditions.

The employee must be able to:

- Drive automobiles and light-duty four-wheel-drive vehicles, including vehicles pulling trailers.
- Travel and work over rough or uneven terrain.
- Hike at elevations up to approximately 10,000 feet while carrying up to 50 pounds.
- Work near water, mechanical equipment, traffic, electrical hazards, and other operational environments.
- Work at heights, climb ladders, and safely enter pipelines, vaults, aqueducts, and other confined spaces when required.
- Occasionally lift or exert force of 26–50 pounds and, rarely, more than 50 pounds.
- Work additional or irregular hours when operational or emergency conditions require it.

Reasonable safety practices and appropriate protective equipment are required for all field activities.

Why Join Provo River Water Users Association?

This position offers the opportunity to take a meaningful leadership role in managing essential water infrastructure and protecting a vital water supply. The Assistant Operations & Engineering

Manager will work on a varied mix of engineering, water operations, capital improvements, staff leadership, and long-term resource planning.

Benefits

401(k) Savings Plan and Matching Program
Bereavement Leave
Cafeteria Plan (Dependent, Vision and Dental Care Expenses)
Credit Union/Bank Direct Deposit
Dental Insurance
Educational Assistance
Employee Assistance Program (EAP)
Health Insurance
Health Care Continuation Plan (Utah Mini COBRA)
Health Savings Account
Holiday Leave
Jury Duty & Witness Leave
Life Insurance
Long-Term Disability
Maternity Leave
Operator Certification Program
Parental Leave
Personal Leave
Retirement Program (Utah Retirement Systems)
Sick Leave
Sick Leave Conversion at Retirement
Teladoc
Uniforms and Uniform Maintenance
Vacation Leave
Vision Insurance

How to Apply

Please submit the following via email to oe2026resume@prwua.org

- Résumé
- Cover letter describing your relevant engineering, operations, project management, and supervisory experience

Applications will be accepted until August 19, 2026.