General Manager

Position summary

Responsible for the overall operations, management and finances of the organization. Under the general supervision of the board of directors, establishes policies and procedures for directing all internal and external affairs of the organization. Supervises all personnel within the organization. Responsible for operating the utility in accordance with all applicable state and federal laws and requirements.

Education and experience

Must be a high school graduate or equivalent. Bachelor’s degree from four-year college or university is desired. Five or more years of utility management experience, including experience in personnel and financial management, is required. Grade “B” Surface/Ground Water license or higher is desired.

Managerial duties

• Responsible for the administration and operation of the corporation

• Provides assistance to the board and committees as requested

• Supervises personnel in the performance of their assigned duties

• Ensures all water and wastewater operations conform to state and federal requirements

• Implements all board policies, including rates, service provision, personnel, and purchasing

• Coordinates corporation’s political efforts with local and state politicians

• Plans, develops and implements organization policies and goals

• Generates monthly operations and finance reports for board review

• Maintains required reports for regulatory agencies

• Prepares annual budget for submission to board for review and approval

• Recommends system improvements and expansion to the board

• Coordinates and directs work with engineers, contractors and consultants

• Represents and promotes the corporation in industry, manufacturing and/or trade associations

• Responds to customer complaints and emergency conditions according to adopted procedures

• Performs other duties as assigned

*Performance of these responsibilities is a necessary and vitally important part of providing safe and cost-effective water and wastewater services to our customers.*

Qualifications and requirements

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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to the public groups, and/or boards of directors.

Computer skills

Word processing, spreadsheets, email.

Supervisory responsibilities

Manages all employees for the corporation. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.

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 is occasionally exposed to work near moving, mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

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.

• Requires sitting, standing, bending and reaching

• May require lifting up to 50 pounds

• Requires manual dexterity sufficient to operate standard office machines, such as computers, fax machines, calculators, copier, the telephone and other office equipment

• Requires normal range of hearing and vision

• Working conditions will be indoors and outdoors. Exposure to weather, fumes, odors, dust and risk

• Possible exposure to toxic conditions

I have read, understand and agree to perform all of the tasks and responsibilities as outlined above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Signed Date