

Water District No. 49

Job Description

Title: **District General Manager**

Reports to: Board of Commissioners

ANNUAL SALARY RANGE: \$105,000 TO \$125,000

FLSA Status: Exempt

POSITION SUMMARY:

Responsible for the overall management and operation of the District. Follows District policies, state statutes and all other government regulations. Provide information and recommendations to the Board of Commissioners concerning water rates and charges, accounting and fiscal information, the District Comprehensive Plan, personnel and labor relations issues and other policies and procedures. Coordinates activities with the Board of Commissioners, Office Manager/Financial Officer, other governmental agencies, community groups and news media.

Essential Duties & Responsibilities:

- Oversees and implements operating and administrative policies.
- Is the "Responsible Charge" for the District as specified by the Department of Health
- Oversees the daily operations of the District.
- Keeps the Commissioners informed of the issues facing the District, through developing the agenda for Commissioner meetings.
- Implements policies and procedures as established by the Commissioners.
- Approves and signs outside service contracts, change orders on capital improvement projects, SEPA checklist, Determination of Non-Significance, and Notice of Action requests.
- Attends all Board of Commissioners meetings and any Special meetings as directed by the Board.
- Represents the District at regulatory agencies, associations and civic groups in all areas relating to utility matters.
- Oversees the Office Manager's/Financial Officer's development of the annual operating budget for Commissioner approval.
- Builds and maintains a competent staff dedicated to serving the District's customers.
- Provides support for, and works cooperatively with, the Office Manager/Financial Officer on financial, accounting and billing functions, and personnel matters within their respective job responsibilities.
- Resolves disputes with customers who have problems with District policies/actions.

- Coordinates and directs activities with outside consultants, such as engineers, accountants, attorney, and bond counsel.
- Ensure that policies, procedures, performance standards, etc., are adhered to and/or achieved.
- Provides oversight of the Collective Bargaining Agreements, including negotiations and management/labor meetings.
- Sets annual District-wide goals related to enhancing customer service, water quality and operations. Oversees annual report depicting the District's major accomplishments.
- Oversees and participates in bidding activities.
- Oversees Purchase Orders
- Oversees and participates in the development of Capital Improvement Projects.
- Oversees and approves small works projects.

Required Knowledge, Skills and Abilities:

- Knowledge of modern principles and practices of management and supervision.
- Working knowledge of Windows operating system and Microsoft Office Programs.
- Skill in fostering a team effort and eliciting the cooperation of others.
- Ability to work with the public and with other members of the organization in a positive and fair manner. Able to empathize with differing points of view and to mediate conflicts.
- Ability to counsel and guide employees in the performance of duties. Serve as information resource and technical advisor on difficult problem areas and employee development issues.
- Ability to develop and implement work rules and safety procedures, insuring consistency within the District.
- Ability to handle difficult citizen and staff complaints and concerns.
- Ability to interpret complex guidelines, codes, regulations, policies, and procedures that apply to the District.
- Ability to recognize training needs and respond appropriately.
- Ability to make decisions under difficult and demanding circumstances involving legal or financial liability and sensitive community issues. Able to make fair and consistent decisions as called upon by circumstance.
- Ability to work efficiently and effectively with District staff, customers, developers, consultants, contractors, agencies and the general public.
- Ability to communicate effectively verbally and in writing.

Education, Certifications, and Experience:

- 5 years managerial experience.
- 10 years equivalent work experience.
- Certified as a Water Distribution Manager III (or ability to obtain certification within one year and carry the office of "Responsible Charge" during the time the certification is in process).
- Valid Washington State Driver's License.

- Bachelor's Degree in related field (e.g., business, accounting, civil engineering) not required, but will be beneficial.

Physical Demands: The physical demands described herein 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 regularly required to sit. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

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.

Work is primarily performed indoors. While performing the duties of this job, the employee is regularly exposed to computers. May be exposed to upset customers. The noise level in the work environment is usually moderately quiet.

Are you interested in the position? Please email a resume and letter of interest to markb@wd49.org. You may call Mark with any questions (253)-405-3848.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.