

GMWSS  
POSITION DESCRIPTION

Class Title: General Manager

Department: Administration

Supervisor: GMWSS Board of Commissioners

Supervises: Administrative Staff; All Personnel through Department Directors

Class Characteristics: Under the general direction of the Board, plans, organizes, directs, coordinates and evaluates all activities and programs of the GMWSS; insures proper construction, repair and maintenance of systems for collection, production, treatment and/or distribution of water and wastewater services for the service area; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all construction, operation and maintenance of the water production and distribution system and the wastewater collection and treatment system.
2. Analyzes and recommends projects to extend services to developments and industries.
3. Reviews and approves all proposed construction projects.
4. Confers with city and county officials, contractors, and others in regard to utility systems.
5. Implements and supervises safety programs; coordinates safety training programs.
6. Obtains and coordinates federal and state grants.
7. Works with federal and state agencies to insure compliance with federal and state laws and administrative regulations, and local ordinances.
8. Consults with Board members, consultants, and/or subordinates on work problems, plans, blueprints, specifications, and other working papers relating to proposed utility operation, construction, installation, and improvement projects.
9. Reviews and analyzes methods, equipment used, and performance to increase effectiveness, improving results or effecting economics in operation and maintenance activities.
10. Establishes and insures compliance with preventive maintenance programs.
11. Maintains ongoing public relations through courteous and prompt attention to requests for services, complaints, etc.
12. Insures preparation and maintenance of records, reports, etc.; insures that reports are forwarded to required organizations in timely manner.
13. Works with auditors to insure that systems are in place for preparation and maintenance of all financial records.

14. Subject to Board approval, is responsible for all human resources-related issues, including employment, training, promotion, disciplinary actions, etc.; recommends salary increases to Board during budget process.

15. Develops annual budget and recommendations to Board; administers budget following approval.

16. Insures proper administration of purchasing system.

17. Approves training programs for all employees.

18. Insures accurate time records for all employees.

Non-essential: None.

### MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Engineering, Public Administration, Business Administration, or closely related field supplemented by five years directly related work experience; additional administrative and/or supervisory work experience may be substituted for the education requirements on a year-for-year basis up to a maximum of four years.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Extensive knowledge of the principles and practices of public administration as applied to the administration of diversified utility activities.

2. Extensive knowledge of the materials, methods, and practices necessary for the construction, operation and maintenance, and cleanliness of the utility systems.

3. Extensive knowledge of federal, state and local laws, administrative regulations, and ordinances relating to water and wastewater collection, production, treatment, and/or distribution.

4. Knowledge of engineering as applied to planning, location, construction, and maintenance of utility lines, facilities, and systems.

5. Extensive knowledge of the geography of the service area.

6. Extensive knowledge of work hazards and applicable safety precautions associated with equipment, vehicles, tools, and procedures; ability to insure compliance with safety standards.

7. Extensive knowledge of financial management systems for utilities, including accounts payable and receivable, purchasing, etc.

#### Abilities:

1. Ability to plan, organize, direct and evaluate the work of others.

2. Ability to communicate effectively, orally and in writing.

3. Ability to prepare and/or insure the accurate preparation of job specifications and cost estimates.

4. Ability to prepare grant applications, and to administer funded projects.

5. Ability to insure compliance with preventive maintenance and servicing programs.
6. Ability to prepare and/or insure the preparation of records and reports on a timely basis, and to insure that reports are forwarded as required.
7. Ability to establish and maintain effective working relationships with officers, employees and the general public.

#### ADDITIONAL REQUIREMENTS

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts and programs within established limits or policies.

Review of Work: Work is reviewed through oral and written reports to the Board.

Analytical Requirements: Assignments require analysis of figures, data trends, and results of all kinds which directly affect the policy of the organization.

Physical Demands of the Job: Work is predominantly performed indoors at a desk or table, but includes outside work regardless of weather conditions. Intermittent standing, walking, stooping is required; must lift objects over 25 pounds; must operate vehicle; required to be in high places, confined spaces, and using stairs and ladders.

Tools and/or Equipment Used: Vehicle; normal office equipment (phone, fax, copier, etc.)

Contacts: Public and internal contacts requiring tact and diplomacy are a requirement of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Certification Requirements: Possession of Class III Water Distribution License, Class III Wastewater Treatment Plant Operators License, and Class IV Water Plant Operators License preferred, but not required.

Additional Requirements: Must be able to attend meetings during evening hours. Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Exempt.