

DISTRICT MANAGER

GENERAL STATEMENT OF RESPONSIBILITIES

This position is responsible for all operations of the District to ensure that wastewater generated within the District is properly, safely, and efficiently collected, treated and disposed of. This position is also responsible for ensuring District compliance with Federal, state, and local requirements. Work is done under the general guidance of the Board of Directors, but is carried out with a high degree of independence. This is a District safety-sensitive position in accordance with Arizona law.

EXAMPLES OF DUTIES TO BE PERFORMED

1. Directly supervises the management staff responsible for District activities and indirectly supervises all employees.
2. Oversees operation and maintenance of all District facilities.
3. With direction from the Board, develops rules, regulations, policies, and procedures.
4. Responsible for the development and coordination of all District planning activities.
5. Oversees development of general fund and capital outlay budgets.
6. Serves as District Engineer.
7. Prepares or oversees preparation of plans and specifications for District projects.
8. Oversees review of plans and specifications for all new sewer facilities planned by developers to ensure that facilities are in conformance with District requirements.
9. Oversees all sewer construction activity whether by District or private developer. Ensures all construction is done in accordance with District requirements.
10. Compiles technical and statistical data and prepares comprehensive written reports.
11. Oversees review of requests to encroach on or abandon public utility easements.
12. Responsible for hiring, firing, disciplining, and scheduling of all employees.
13. Evaluates performance of all staff.
14. Oversees development and implementation of District safety, education, and training programs.
15. Oversees all District procurement activity in accordance with appropriate spending authority, approves requisitions, signs purchase orders and checks.
16. Responds to public inquiries and complaints. Makes public presentations on behalf of District. Maintains an active public relations program for the District.
17. Prepares agenda and attends all Board meetings.

18. Maintains open lines of communications with government regulatory agencies as well as other public bodies.
19. Oversees preparation of all permits necessary for the District to operate in accordance with all regulatory requirements.
20. Oversees the maintenance of accurate and detailed records and files including as-built drawings.
21. Serves as liaison between Town and District.
22. Other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of engineering principles, and practices as they apply to the planning, design, construction and operation of a wastewater utility.
2. Knowledge of principles, procedures, materials, tools, and equipment used in the operation and maintenance of a wastewater utility.
3. Knowledge of Federal, state, and local requirements affecting the planning, design, construction and operation of a sanitary district/wastewater utility.
4. Knowledge of District policies and procedures.
5. Knowledge of principles of sound management and budget.
6. Ability to plan, organize, and direct the work of the District to achieve District objectives.
7. Ability to communicate both orally and in writing with people at all levels.

REQUIRED TRAINING AND EXPERIENCE

This position requires a degree in Civil, Sanitary, or Environmental Engineering and a minimum of seven years experience with a water or wastewater utility. Related experience may be considered as a substitute for the required experience. This position also requires possession of a valid professional engineer's registration in the State of Arizona in Sanitary or Civil Engineering. Possession of a valid Grade IV operator's certification and a valid Grade IV collection system certification from the Arizona Department of Environmental Quality are desirable.

ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment drug test.
2. This position requires the use of District vehicles for business. Use of a personal vehicle for District business is prohibited if the employee is not authorized to do so. The incumbent must possess a valid AZ driver's license with a good driving record.