



BEATTY WATER & SANITATION DISTRICT
101 N Second Street
Beatty, NV 89003
775-553-2931

Water and Wastewater Utility Manager
Beatty Water and Sanitation District
Beatty, Nevada

Position Summary

The Water and Wastewater Utility Manager is a full-time, exempt management employee responsible for the administration, supervision, regulatory compliance, and financial management of the Beatty Water and Sanitation District. The District serves a rural population of approximately 1,000 residents and operates public drinking water and wastewater treatment systems regulated by the State of Nevada and applicable federal agencies.

The Utility Manager reports directly to the District Board and is accountable for ensuring safe, compliant, and financially sustainable utility operations. The position exercises independent judgment in the management of District operations and supervises District staff and/or contract operators.

Essential Duties and Responsibilities

Administrative Management

- Administer all operations of the District in accordance with District Board policy.
- Implement policies and directives adopted by the District Board.
- Prepare and present reports, recommendations, and operational updates to the District Board.
- Maintain District records in accordance with state requirements.

Utility Operations

- Direct and oversee daily operation of water distribution, water treatment, wastewater collection, and wastewater treatment systems.
- Ensure system reliability, preventive maintenance, and infrastructure integrity.
- Coordinate emergency response activities and continuity of service.
- Oversee asset management planning and maintenance scheduling.

Regulatory Compliance

- Ensure compliance with Nevada Administrative Code, NDEP requirements, and federal regulations.

- Oversee preparation and submission of required regulatory reports including Discharge Monitoring Reports (DMRs), Consumer Confidence Reports (CCRs), permit renewals, and compliance documentation.
- Serve as the District's primary regulatory representative with NDEP and other agencies.

Financial Management

- Develop and administer the District's annual operating and capital budgets.
- Monitor revenues, expenditures, and financial performance.
- Support rate studies and long-term financial planning.
- Assist in securing and administering grant and loan funding.

Capital Projects

- Oversee planning, coordination, and implementation of capital improvement projects.
- Coordinate with engineers, consultants, contractors, and funding agencies.
- Monitor project schedules, budgets, and regulatory compliance.

Personnel Management

- Supervise District staff and/or contract operators.
- Conduct performance evaluations and oversee personnel matters.
- Ensure appropriate certification, training, and professional development.

Public and Customer Relations

- Respond to customer concerns and service inquiries.
- Represent the District in public meetings and interagency coordination.

Minimum Qualifications

- Bachelor's degree in engineering, public administration, environmental science, or related field preferred; equivalent experience may be considered.
- Minimum five (5) years of progressively responsible experience in water and/or wastewater utility operations.
- Nevada water and wastewater operator certifications are preferred, including Grade II Water Distribution, Grade II Water Treatment, and Grade I Wastewater Treatment (minimum).
- Candidates who do not currently hold the required certifications may be considered, provided they are able to obtain the necessary Nevada certifications within a timeframe established by the District Board.
- Valid Nevada driver's license.

Knowledge, Skills, and Abilities

- Knowledge of Nevada water and wastewater regulatory requirements.
- Knowledge of budgeting, public finance, and rate-setting principles.
- Ability to supervise personnel and manage contract services.
- Ability to communicate effectively with regulatory agencies, District Board members, and the public.
- Ability to respond to emergency situations as needed.

Compensation and Benefits

- Compensation and benefits are established by the District Board and may include:
- Employer-sponsored retirement plan.
- Health, dental, and vision insurance.
- Paid leave and holidays.
- Professional development opportunities.