BEATTY WATER AND SANITATION DISTRICT

101 N 2nd Street
P.O. Box 99
Beatty, Nevada 89003
(775) 553-2931

JOB DESCRIPTION
GENERAL MANAGER

DEFINITION
To plan, organize, direct and review the overall activities and operations of the District; to advise and assist the Board of Directors; to represent the District's goals and interests locally, regionally and at the State and Federal levels; to provide leadership to the organization; as well as parameters of NRS 318; and to coordinate activities with outside agencies and the community.

SUPERVISION RECEIVED AND EXERCISED
Receives policy direction from the Board of Directors. Exercises direct supervision over assigned management, supervisory, professional, technical and administrative support personnel.

MANAGEMENT RESPONSIBILITIES

Manager directs the daily administrative, operation, and maintenance of the water treatment and distribution, wastewater, and office operations. Duties include the ensuring all duties are completed in accordance with the organizations policies and procedures, applicable laws, and effective written or oral communications with public and staff under various circumstances.

ESSENTIAL FUNCTION STATEMENTS
Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Develop, plan and implement District goals and objectives; develop and administer policies and procedures.

2. Coordinate District activities between departments and with outside agencies and organizations; provide staff assistance to the Board of Directors; prepare and present staff reports and other necessary correspondence.

3. Direct, oversee and participate in the development of the District's overall work plan; through subordinate Department Managers, assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

4. Direct the development and administration of the District's budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments. Prepare and recommend to Board five-year capital improvement plans.

5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the District.

6. Prepare and submit a wide variety of financial, administrative and operational reports to the Board of Directors; keep the Board of Directors advised on financial matters; regulatory issues, and the present and future needs of the District.

7. Coordinate with outside counsel on legal issues affecting the District; keep Board of Directors apprised as required.

8. Represent the District to elected officials, outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary. Coordinate with State agencies and County commissions concerning water and wastewater issues.

9. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

10. Receive, research and resolve the more complex or sensitive citizen inquiries and complaints.

11. Build and maintain a working environment of trust and teamwork; swiftly and effectively address issues that threaten a cohesive environment.

12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

13. Manager effectively uses Microsoft Office Word; Excel; Power Point, and Outlook and is proficient with the operation of computers and of modern office practices and procedures and possesses the ability to learn how to use software necessary to perform the tasks related to the job.

14. Perform as the Project Manager when capital improvement projects are implemented using contractors and subcontractors.

15. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of modern and highly complex public utility administration, departments and services.
- Principles and practices of effective public relations and interrelationships with the community and local, regional, State and Federal agencies.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office equipment including use of applicable computer applications.

Ability to:

- Plan, direct and control the administration and operations of the District.
- Prepare and administer the District budget.
- Develop and implement District policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and collaboration.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply District, local, State and Federal policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Responsibility to:

- Take appropriate steps to ensure the safety of personnel.
- Perform as the Safety Officer on any work assignment that you feel would require you or departmental personnel to perform the work in an unsafe manner and any safety risks or hazards.
- Responsibility to ensure that all personnel under your supervision are:
- Properly trained in safe work practices and procedures.
- Utilizing proper protective equipment.
- Operating equipment properly.
- Acknowledging the use of safeguards by other employees.
- Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

- Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. (Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

EXPERIENCE AND EDUCATION GUIDELINES
Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
- Ten years of increasingly responsible administrative and management experience that involved planning, organizing, implementing and supervising programs related to a public utility.
- Experience organizing and coordinating the work of subordinates in achieving required maintenance, repair, treatment, testing, and administrative functions.
- Experience preparing plans and reports
- Experience in problem resolution

Education:
Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, engineering or a related field.

License and Certificate:
Possession of a valid Nevada driver's license
D2 water distribution certificate
T2 water treatment certificate
Grade 1 wastewater treatment plant operator certificate

Physical Demands
While performing the duties of this job the employee is regularly required to talk and hear. The employee frequently is required to use hands to finger, handle, feel, reach with hands and arms and taste and smell. The employee is occasionally required to stand, walk, sit, climb or balance, stoop, kneel, crouch or crawl, and perform strenuous labor functions. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities requested by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment
While performing the duties of this job the employee is occasionally exposed to moving mechanical parts, equipment, toxic or caustic chemicals, flammables, and extreme weather conditions and may be required to work nights, evenings, weekends, and holidays. The noise level in the work environment is equivalent to those found on worksites including the operation of various forms of construction equipment.

Special Requirements
Manager must reside within the town of Beatty, NV and possess a home telephone and a computer capable of operating the District's remote telemetry system. Manager must have a general knowledge of commercial 3 phase 480-volt electrical wiring.

Selection Guidelines
Formal application, rating of education and experience, oral interviews and references check, and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Other duties may be added as changes occur.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This is an "at will" position.

District is an equal opportunity employer and provider.