

## **Camden County Water and Sewer District #4**

### **JOB DESCRIPTION**

**JOB TITLE: General Manager**

#### **Position Objective**

Manage field personnel and office staff in the day-to-day operations of water and wastewater utility.

#### **Duties and Responsibilities**

- Evaluates data and writes reports as required
- Performs other duties as directed by the Board of Directors
- Proposes line item budget
- Tracks monthly expenses to stay within budget
- Prepares and distributes the appropriate information needed to prepare annual budget
- Supervises all employees of the District
- Completes employee performance evaluations on an annual basis
- Oversees needed discipline and tracks all applicable documentation
- Assures professional development for self and employees
- Works with employees problems
- Attends Board Meetings Monthly
- Communicates regularly with Board of Directors
- Responsible for hiring, evaluation and termination of district employees
- Performs other duties as assigned by the District Board of Directors

#### **Essential Knowledge, Skills, and Abilities**

- Supervisory principles, practices and procedures
- Management practices and procedures
- District purchasing policies and procedures
- Environmental standards for water and wastewater treatment
- Federal and state standards concerning water and wastewater
- Apply management techniques to practical situations
- Bid specifications
- Effectively negotiate contracts and other agreements
- Effectively manage district personnel to maximize efficiency
- Pay attention to detail
- Complete detailed work accurately
- Work effectively with a wide range of people

(Essential Knowledge, Skills, and Abilities: Continued)

- Meet specific deadlines
- Communicate effectively with others, both oral and written
- Ability to understand and carry out written and oral instruction
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow district policies and procedures
- Meet required or specified deadlines
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Ability to perform control calculations

### **Decision Making**

Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the department.

### **Interpersonal Relationship**

Must be consistent in dealing with people; must be sensitive to others problems and concerns without direct involvement, must exclude personal biases from work performance; must strive to promote a cooperative atmosphere in the district; must have a positive attitude. Must be able to maintain cooperative working relationship with employees, various organizations and the public.

### **Professional Attitude**

Must have a commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the district to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

### **Quality of Work**

Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

### **Physical Requirements**

Job requires individual to be physically able, on a daily basis, to bend, walk, occasionally lift and carry up to 100 lbs.

**Potential Hazard Exposure**

Job requirements may result in exposure to extremes of temperature, contact with fuel and chemicals and the potential contact with human or infectious waste.

**Dress Requirements**

Comfortable, clean clothing with comfortable shoes provided by employee. Hard hats and requisite safety gear required for some jobs (provided by the District).

**Desirable Education, License and Experience**

- A college degree in engineering, environmental science or business with 10 years' experience in the water and/or wastewater industry is preferred. An equivalent combination of education and experience will be considered.
- Must possess a valid Missouri driver's license
- Class C or above Wastewater Operator Certification preferred
- Class D or above Water Treatment Operator Certification preferred
- DSII or above Water Distribution Operator Certification preferred

**Job Context**

Status	Full-time
Department	Water / Wastewater Utility
Immediate Supervisor	Board of Directors
Supervised Employees	All
Type of Work Schedule	Mostly regular hours, year-round, flexibility required
Frequency of Overtime	As Required
Frequency of Night Work	As Required
Types of Accountabilities	Fiscal, Budgetary, Safety, Legal

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

