**EMPLOYMENT OPPORTUNITY**

JOB TITLE: General Manager Exempt: X

REPORT TO: Board of Directors

DEPT/DIV: Water Utilities/Drainage

STARTING SALARY: DOE.

APPLICATION DEADLINE: January 31, 2022

**JOB SUMMARY**

Oversees and directs all operations and maintenance of the public utilities; oversees and directs operations maintenance of the District’s drainage system that includes ten (10) watersheds; supervises personnel; prepares and administers annual budget; and ensures compliance with state and federal utility laws and regulations. Makes policy recommendation to the Board of Directors.

**Essential Duties and Responsibilities include, but are not limited to, the following:**

* Oversees and directs operations of the drainage system, water distribution and sewer collection system, and the water and wastewater treatment;
* Supervises personnel in assigned departments, including assigning and reviewing work, conducting performance reviews, and recommending and executing personnel actions such as hiring, transferring, promoting, disciplining, or dismissing employees;
* Serves as key point of contact for drainage, water, and wastewater developers;
* Analyzes and administers rate schedules for tax and utility services;
* Prepares and administers contracts for water, wastewater and drainage customers;
* Responsible for the compliance and reporting of all Federal and State regulations related to utility and drainage operations, including supervising the positions of each department;
* Manages the development of compliance plans, specifications, and standards for the water and wastewater treatment, distribution, and drainage departments;
* Responsible for keeping the Board of Directors informed on pertinent matters in public utility and drainage departments;
* Prepares and administers annual budget for public utilities and drainage departments;
* Coordinates with other entities on utility and drainage projects,
* Reviews utility projects in progress and upon completion, including planning and organizing improvements or necessary changes;
* Develops Public Utilities Department and Drainage Department policies, procedures, and long-range goals, regulations and practices for conformance with federal, state and local regulations;
* Performs financial tasks, including budgeting and approving purchases of materials, supplies, and equipment;
* Responds to and resolves difficult and sensitive citizen inquiries and complaints;
* Develops long-term strategic planning and budgeting;
* Represents the District at various public and private meetings and conferences;
* Practices safe work habits following all District safety policies and procedures.

**Supervisory Responsibilities**

Supervises departmental personnel, including assigning and reviewing work, conducting performance reviews, and executing personnel actions such as hiring, transferring, promoting, disciplining, and dismissing employees.  
  
**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  
  
**Education and/or Experience**

Requires Bachelor's Degree in public administration or business administration or related field, plus, ten years of experience in public utilities systems and drainage systems required, and ten years of supervisory experience.

**Knowledge**

General management principles; budgeting principles and procedures; computers; standard office practices and procedures; basic accounting functions; practices and procedures of utility design and construction; and municipal systems, procedures, codes, and policies; pertinent federal, state, and local laws, codes and regulations including laws and regulations related to water, wastewater, and drainage systems.

**Skill/Ability**  
  
Develop, organize motivate, and effectively utilize staff; communicate effectively, both orally and in writing; establish and maintain effective working relationships with co-workers and the general public; interpret policies and procedures; analyze data; use mathematical calculations to estimate material quantities and project costs; and operate computer, including word processing and spreadsheet software.  
  
**Other:** Must possess a valid Class C driver’s license with a good driving record. Other state valid driver’s license equivalent to Texas Class C with a good driving record will be considered. Texas state law requires within 30 days of residency; you must possess a valid Texas driver’s license. **Applicant selected for hire will be subject to a background investigation and drug/alcohol screen test.**

**Trinity Bay Conservation District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance contact a Human Resources representative at (409) 296-3602 or mail your request to P.O. Box 599, Stowell, Texas 77661.**