

**PMWSID**  
**District Manager Job Description**

**GENERAL PURPOSE**

Performs a variety of professional, executive and managerial duties related to planning, organizing, and directing, the overall management and operations of the Powder Mountain Water and Sewer improvement District, including fiscal administration, maintenance operations, legal, engineering, regulatory and environmental compliance.

**SUPERVISION RECEIVED**

Works under the policy, guidance and direction of the Board of Trustees.

**SUPERVISION EXERCISED**

Provides close supervision to all district employees and contractors.

**ESSENTIAL FUNCTIONS**

Provides direction over the budget development and fiscal administration; recommends in accordance with the Clerk and Treasurer final budgets to the board of trustees, manages and monitors district fiscal activity to assure compliance with approved budget(s).

Provides managerial insight and coaching to changing members of the board of trustees; in coordination with Clerk and legal counsel along with Special Districts Association provides training related to statutory requirements, legal administration, and overall operational policies, practices and procedures; develops strategies as needed to implement Board directives.

Manages in coordination with the Clerk all preparations related to monthly board meetings; facilitates coordination efforts and logistics; monitors and approves final meeting agenda; facilitates monthly meetings and secures decision and actions related to business and field operations; provides subject matter insights to Board.

Serves as liaison between various governmental agencies and jurisdictions, commissions, boards, and action groups; advises boards and organizations related to district policy, goals, plans, services and obligations.

In coordination with the District's engineers coordinate master planning, long and short-range planning to facilitate capital improvement and maintenance of existing system; directs the general operations of the District to meet culinary water and sanitary sewer service needs of the resident ratepayers; plans construction activities.

Provides administrative and human resources functions such as personnel hiring and management; policy development and implementation; with the direction of the Board approves recruitment actions, authorizes recruiting announcements; participates in selection interviews; establishes performance standards and goals; makes decisions related to employee recognition, career development, advancement, retention, dismissal and discipline.

Directs or conducts interaction with cities, county, and private industries to assure harmonious and cooperative relationships; appraises district board of accomplishments; develops recommendations for overall direction of various programs and promotes intergovernmental cooperation; facilitates cooperative problem solving, provides policy and procedures interpretations related to specific programs and services; conducts needs assessments and determines project priorities; establishes goals and deadlines, assigns personnel.

Represents the District before various public and private groups; communicates district views and position related to various programs, developments, legislation, policies, or board of trustee's actions.

## **QUALIFICATIONS**

### **1. Preferred Education and Experience and Qualifications**

A bachelor's degree in public or business administration, finance, accounting and/or civil engineering. Professional Engineer licensure in Water Resources or Environmental Engineering strongly preferred.

At least three (3) years of progressive experience in water/wastewater utility operations, municipal engineering, or civil engineering project leadership, including responsibility for directing project teams, contractors, or consultants and experience with capital improvement planning and master planning.

Direct experience with Utah special service districts, municipalities, or water/sewer authorities and familiarity with culinary water and community sewer systems a plus as well as any experience coordinating with UDOT, UDEQ Division of Drinking Water, and Division of Water Quality.

### **2. Desired Knowledge, Skills, and Abilities**

Thorough knowledge of business operations including, creative problem-solving processes and facilitation skills; budget development and fiscal management; political environment associated with intergovernmental programs and utility systems; legal issues and requirements related to water production, quality and distribution; wastewater collection and treatment; interpersonal communication skills; principals of supervision and employee motivation, risk management,

Considerable knowledge of the interrelationships between various types of local governments and agencies; personal computer operations and applications; business mathematics and statistics; community and economic issues related to planning, environment, water quality, etc.

Some knowledge of hazards associated with various chemicals, equipment, organic and inorganic substances' routine chemical tests; biology, chemistry, physics, engineering concepts and equipment capacities relates to wastewater collections and water distribution.

Ability to develop effective working relationships with local, state and federal agencies, officials and the public; direct and evaluate the work of others; evaluate and plan professional activities related to above and related duties' utilize various evaluation methods to assure operations quality, understand and interpret various test results; interpret various numeric and narrative

records as related to system activities and processes; communicate effectively, verbally and in writing.

### **SPECIAL QUALIFICATIONS**

Shall seek appropriate training and/ or licensing so as to use Utah Drinking Water Operations Certification and Wastewater Operator Certification.

### **WORK ENVIRONMENT**

Employees work generally in a typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, climbing ladder, and reaching. Job functions normally require talking, hearing and seeing. Common eye, hand, and finger dexterity are required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Extensive contact with elected officials, Board of Trustees and community leaders is required. Periodic travel is a requirement of the position.