



## OLYMPIC VIEW WATER & SEWER DISTRICT JOB DESCRIPTION

**Position: GENERAL MANAGER**  
**Section: OFFICE/FIELD**

### BRIEF

This position is responsible for the overall management of, and accountable to the elected Board of Commissioners for the operations of the entire District. The position is responsible for managing, planning, coordinating and administering the overall operations of the District to ensure compliance with state statute, District goals, policies, applicable governmental regulations and to provide high quality, dependable and cost-effective water and sewer service.

The General Manager provides leadership and direction to all staff, ensuring that Commission's policies are understood and carried out throughout District operations. He/she serves as the representative of the District to the public, other jurisdictions and to State and professional organizations.

### STRUCTURE

Employees work in a team environment to accomplish District's mission, goals and commitment to customer service. Standards for team and customer service have been established to ensure both internal and external commitment to customer support.

### ESSENTIAL JOB DUTIES

- Manages the District to achieve goals with available personnel with budgeted funds; plans and organizes workloads and staff assignments, reviews progress and directs changes in priorities and schedules as needed.
- Conducts or and oversees performance evaluations; initiates and implements disciplinary actions as warranted. Assists in the negotiating labor agreements and maintains relationship with the union. Resolves grievances and other sensitive personnel matters.
- Recommends policies, procedures and plans to the Board of Commissioners.
- Carries out directives and policies of the Board.
- Submits the annual budget and proposed capital expenditure programs to the Board of Commissioners for approval.

- Secures and maintains public support for District programs; represents the District when appropriate before legislative, public and private groups, regional and local associations, developers, and the general public.
- Ensures compliance with laws regulating the District and enforces rules, regulations and policies adopted by the Board of Commissioners.
- Plans, Reviews, and prepares the agenda and attends Board meetings.

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Management and supervision principles and practices.
- Methods and techniques as applied to the design, construction and management of public works.
- Financial management and the development of budgets plans and forecasts.
- Principles and methods of public administration.
- Local, state and federal regulations and mandates affecting the operations of the district.
- Contracts and contract negotiations.

Demonstrated Proficiency in:

- Effective communication both orally and in writing.
- Use of Microsoft Office Suite and internet research.
- Contract negotiations.
- Deal tactfully and courteously on a professional basis with the public, elected officials and co-workers.
- Build and maintain strong, positive working relationships with Board of Commissioners, District staff and other agencies.
- Working under tight deadlines.
- Applying and interpreting District policies and procedures; recommending changes to policies, procedures and practices.
- Determine priorities and problem-solve utilizing codes, regulations, instruction manuals, maps, contracts, specifications, accepted accounting methods, and budgets.

## EXPERIENCE/EDUCATION:

### **Experience:**

Five years progressively responsible experience in the supervision or management of a water and/or sewer district or public utility.

### **Education:**

Bachelor's degree in the following: Engineering, Public Administration, Business Administration, Accounting, or other related field. Extensive applicable work experience may be substituted for a degree.

### **Licensing Requirement:**

- Valid state drivers license.
- First aid and CPR certificate
- Washington State Water Distribution Manager 3
- Washington State Water Treatment Plant Operator 2\_

## PHYSICAL EFFORT/SENSORY REQUIREMENTS

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

## ENVIRONMENT/WORK CONDITIONS

The environment is sometimes stressful, working under tight deadlines with repeated distractions and interruptions, and requires the ability to shift priorities rapidly.

Staff members operate in a smoke and drug-free work environment for their health, safety and productivity, as well as that of their customers.

## EQUIPMENT

Various types of materials and equipment are used: paper records, reports, minutes, spreadsheets, ledgers, maps, plans, bills, vouchers, invoices and multiple forms.

Equipment includes:

Computer and keyboard, printer, copier, facsimile machine, calculator, telephone/telecommunications system, radio, and specialized software. Future work practices may necessitate the use of different tools and equipment.