

Pinedale Public Utility District

Job Title: GENERAL MANAGER

Reports To: Board of Directors

Salary: Is open and negotiable based on market conditions, qualifications, education and experience.

Work Schedule: Determined by the Board. Must attend Board meetings or other meetings as needed outside of regular work hours. Must be available for response to sewer emergencies during "off-hours".

Description:

This at-will position reports directly to the three member, elected Board of Directors. Under direction, the General Manager manages all functions, operations, services, and activities of the District. Scope of work is complex in nature with management responsibility over all facets of the District. Incumbent works from general directives or broadly defined missions of the organization as a whole. Oversees the operating and capital improvement budgets. Provides professional and technical staff support, and assistance to the Board. The work is both in the field and administrative; directly supervise 1 to 2 part-time office staff. Works directly with counsel for district business as needed. Serves as primary liaison with local, city, county, state, federal and private agencies. Performs other related work as required.

Responsibilities and Functions: Include but are not limited to, the following:

- Within guidelines established by the Board, directs the establishment of overall strategic plans, long-term goals and objectives; plans, directs and coordinates the day-to-day operations and activities of the District while ensuring compliance with all local, city, county, state, and federal laws. Accordingly, keeps the Board advised of all activities, issues or problems that may affect District operations;
- Prepares, evaluates, and implements the District budget; develops short and long term financial strategies;
- Monitors the Sewer System Management Plan; prepares and monitors the Capital Improvement and Emergency Preparedness plans; monitors District infrastructure and rehabilitation; ensures District records are maintained;
- Oversee, train, and supervise District staff; prepare, monitor and implement all personnel policies, rules and regulations;
- Negotiates District contracts and agreements;
- Provides legislative direction/advice to the Board; works with Board in developing District priorities;
- Serves as the principal spokesperson for the District; represents District at public and professional functions; oversees public information and public education program, and coordinates media relations;
- Prepares and implements Board policies and directives and communicates them to staff and the public;
- Works with staff to respond to and resolve difficult and sensitive customer inquiries and complaints;
- Manages contractors and consultants ensuring District standards, policies, and directives are maintained;
- Confers with District Counsel and developers.

Education and Experience:

Bachelor's degree from an accredited college or university in Engineering is preferred; Public Administration, Business Administration or related field is acceptable. Five years of experience in a utility district or similar agency. A minimum of three years must be in a managerial or supervisory position.

Knowledge of:

- Principles and practices of executive management and leadership, including planning and organizing responsibilities, motivation and delegation of authority.
- Functions, authorities, and responsibilities of utility districts.
- Applicable local, city, county, state and federal laws, codes and regulations relative to the transport and collection of wastewater.
- Techniques and methods for long-term planning, goal setting, and establishing objectives.
- Administrative, fiscal, and human resources management principles and practices.
- Principles and practices of construction and service contract negotiations and administration.
- Fundamentals of safety and risk management.
- Operation and application of Microsoft Word and Excel.

- Day-to-day maintenance, operations, structure, and function of wastewater systems
- Budget development, analysis, and financial strategies.
- Regulatory and legal requirements of a utility district

Ability to:

- Plan, organize, schedule, coordinate and direct work and activities and set priorities at the executive level and under fluid conditions.
- Communicate and establish and maintain effective working relationships with Board members, other agencies, employees, officials and the general public.
- Communicate and interact effectively both with diverse individuals and with large groups of people with conflicting interests.
- Plan, establish, and implement programs, services, capital improvements, goals, objectives, policies and procedures. Monitor and control fiscal and revenue activities.
- Analyze complex management and operations problems, evaluate alternatives, and direct changes.
- Identify and respond to issues and concerns from the general public and the Board of Directors.
- Communicate effectively orally and in writing, including written reports and oral presentations.
- Supervise, motivate, inspect and evaluate the work of employees and contractors.

Skills Required:

- Think through complex issues and recommending sound alternatives and solutions.
- Ability to negotiate contracts and knowledge of practices of business management.
- Excellent verbal and written communication skills.
- Multitasking

Other Requirements:

Possess valid Class C California driver license with a driving record acceptable to the District.

Physical Requirements

The physical demands described herein are representative of those that must be met to successfully perform the essential functions of this job in an office and field environment and to effectively interact with staff and the public. The work may be of a sedentary to moderately active nature, with or without reasonable accommodation.

Sitting; standing; stooping; bending; squatting; walking; driving vehicle; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls. Operation of telephone, computer, copier, facsimile machine, printers, and other related business machines, and access file cabinets. Occasional lifting and carrying up to 35 lbs.; pushing and pulling. May need to wear personal protective equipment.

Supplemental Information:

This position may be a "designated position" under the District's Conflict of Interest Code. This will require the filing of a Statement of Economic Interest on an annual basis and the completion of training within six (6) months of assuming office and every two (2) years thereafter.

This job description is not all inclusive.

About Us:

Pinedale Public Utility District (PPUD) is a political subdivision of the State of California and was created in August 1956 for the transfer and treatment of waste from an area located west of the City of Pinedale, California. In July 1972, PPUD entered into a contract with the City of Fresno for the treatment of waste, at which time the District continued only to provide services for the transfer of waste. PPUD also provides maintenance of medians and streetlights in certain unincorporated areas within its boundaries.

PPUD provides 10 paid holidays, 24 hours of sick leave, mileage reimbursement.

To Apply:

Email a cover letter and resume to ppud@att.net. Include 2 professional references, one must be a recent work reference.