

**NORTH KOOTENAI WATER DISTRICT
DISTRICT MANAGER
JOB DESCRIPTION**

DESCRIPTION District Manager

The incumbent in this position is responsible for leading and motivating District staff, carrying out District policies, directing operations, controlling expenditures, and overseeing all programs, activities, and regulatory requirements of the District's water and wastewater systems. The District Manager provides direction to all personnel in achieving operation and maintenance goals for the District's water and wastewater systems.

The incumbent will be capable of exercising independent judgment in performing routine tasks, as well as making recommendations regarding major maintenance requirements or operational changes as might be indicated to assure future District-wide resiliency.

This is an "at-will" position and the incumbent serves at the discretion of the elected District Board of Directors. An incumbent in this classification demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; and correctly applies the tenets District's behavior standards in the Employee Manual.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Thorough knowledge of executive leadership and management skills. Skilled as a team builder, and actively engaged with staff development; thorough knowledge of interpersonal communication skills orally and in writing.
- thorough knowledge of water supply and distribution systems, including construction and operational requirements of water sources, storage, distribution, pumping, and treatment systems;
- thorough knowledge of hazards and precautions associated with trench work and water line construction;
- thorough knowledge of state or federal regulations governing the construction and operation of water and wastewater systems;
- considerable knowledge of budget preparation, public fiscal management, and accounting principles.

Ability to:

- Analyze water and wastewater system(s), identify problems, and determine optimal solutions;
- Make accurate decisions in emergency situations where consequences of error could have public health implications or be costly;
- Plan and organize work of District staff;
- Evaluate employee performance and make related decisions for the good of the District;
- Enforce related policies, procedures, regulations, and standards without partiality;

- Develop effective working relationships with elected officials, public and private managers, department heads, and the public;
- Lead a team-based work environment and achieve common goals;
- Effectively handle multiple priorities, organize workload and meet deadlines;
- Follow oral and written instructions.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

- Responsible for compliance oversight of state and federal permit requirements, rules, and regulations for each facility. Acts as liaison with local, state, and federal officials concerning system operations, maintenance, and expansion;
- Prepares the annual District budget. Reviews and monitors expenditures to remain within established budgetary constraints;
- Recommends equipment and materials for purchase;
- Prepare District board meeting agenda, review District board meeting minutes and monthly and annual financial reports;
- Prepares long-term and short-term capital improvement plans in association with the District board and District engineer. Implements the capital improvement plan, monitors adherence to plan, recommends plan alterations and updates;
- Supervises District staff, including assigning and reviewing work, training and goal setting, establishing performance standards and evaluating performance, recommending hiring, special recognition, discipline, and termination decisions;
- Effectively utilizes leadership, delegation, and team-building skills to ensure accountability and accomplishment;
- Prepares accurate and concise reports and memoranda;
- Meets with customers, property owners, engineers, state agencies, and contractors concerning utility operation and design;
- Prepares and makes presentations to the District Board of Directors;
- Monitors employee activity and equipment operations to ensure safety practices;
- Implements and maintains safe operating practices; assures compliance with proper safety procedures, rules, and regulations;
- Performs on-site inspections to monitor safety, quality control, and quality assurance, review work performance, and respond to various problems;
- Maintains regular job attendance and adherence to working hours; may be required to respond to problems, emergencies, and other work situations during unscheduled hours;
- Prepares and maintains documents and spreadsheets using Microsoft Word & Excel;

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- a. Two (2) years of specialized training directly related to the above duties provided through professional workshops, in-service courses, or college;

AND

- b. Six (6) years of progressively responsible experience in a field directly related to the above duties: three (3) years of which must have been in a supervisory capacity;

OR

- c. An equivalent combination of education and experience.

Desirable Qualifications:

- a. A bachelor's or master's degree with a major in business administration, public administration, engineering, or a closely related field is preferred.

LICENSURE/CERTIFICATION:

- A valid Idaho driver's license is required at the time of appointment and for the duration of employment.
- Must possess an Idaho Water System Operator certification or ability to obtain a Certificate within six months from the start of employment. Certificate classification level must be commensurate to or higher than the District's water system classification level of Distribution Level 2 and Treatment Level 1.

OTHER REQUIREMENTS

- Must be able to perform the essential functions of the job.

SUPERVISION RECEIVED

Works under the general supervision of the elected Board of Directors.

SUPERVISION EXERCISED

Provides leadership direction to and supervises the activities of all personnel in achieving personnel, operational, and maintenance goals for the District.