

CLASS TITLE: Manager

ACCOUNTABLE TO: Board of Directors

PRIMARY OBJECTIVE OF POSITION: Under Administrative direction, plans, implements, and directs the operations of the Lockwood Water & Sewer District water treatment plant, water distribution system, wastewater treatment and collection system that will insure sound development, maintenance, and service to the customers consistent with Board policy and consistent with Federal and State regulations; Individual judgment and difficult decision making are required. Under Administrative direction, plans, implements, and directs the administrative budget for the proposed sewer projects.

ESSENTIAL JOB FUNCTIONS: Must possess the ability to analyze, evaluate, write, and understand budgets and monitor construction, maintenance, and the operation of water plant and water distribution facilities; physical requirements are generally limited to some bending, stooping, walking, and lifting of weights up to 100#s. May perform work in uncontrollable working conditions of heat, cold, and dampness. Must possess a Montana Class I Water Treatment Certification, a Class II Water Distribution Certification, and meet all of the requirements of a plant and distribution system operator. Possession of a Montana Class I C wastewater certification preferred, and must possess a valid Montana Driver's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE: Following direction from the Board of Directors, plans, directs, and coordinates the water treatment and water distribution system, and a wastewater treatment and collection system designed and implemented to assure that services are being provided at the highest quality level; enforces the By-Laws and Rules and Regulations of the District with relation to the system and its members; organizes and prepares Board meetings, public meetings, public hearings, and special meetings; prepares correspondence and other documents for Board action; administers and supervises operations of the water and wastewater systems, and office; and performs other duties as assigned by the Board of Directors.

Provides advice and counsel to the Board of Directors in relation to projects and developments; directs the plant, office, and system operations to assure effective use of personnel, equipment, and facilities; recommends priorities for short and long range projects and coordinates implementation as required; develops, prepares, and recommends a comprehensive budget program for both water and sewer with supporting data for the district; serves as the liaison and advisor for the district with consulting engineers, government agencies, developers, and others; recommends purchases of new and replacement equipment; responds to customers' complaints and inquiries; and administers all personnel matters of the district including the screening for appointment, orienting, training, discipline, evaluation of performance, and related matters.

Initiates, plans, develops, and implements records, including time records, and reports to the Board; responsible for facilities property, and equipment of considerable value requiring care; responsible to monitor department budget for both water and sewer; contacts with public, customers, and the Board are varied and frequent in which ability to perform duties is directly affected through communications and rapport established; may perform work in an uncontrolled environment; physical requirements include some lifting, bending, stooping, and walking; and position requires the use of proper safety equipment and procedures to prevent injury.

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CLASS TITLE: Manager (continued)

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Responsible for overall supervision and direction of employees of the Lockwood Water and Sewer District.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Any combination of education and experience equivalent to high school graduation, supplemented by advanced courses of study in the areas of water treatment and wastewater treatment fields. Ten years of progressively responsible experience, including three years in a supervisory or administrative capacity, involving the management of materials, personnel, budgets, and purchasing. Possess Montana Class I Certification in Water Treatment and Class II Certification in Water Distribution and Montana Class I C Wastewater Certification or the ability to obtain such Certification within one year of date of employment. Shall maintain such Certifications through continuing education requirements throughout employment. Possess valid Montana driver's license.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

Maintains sound administrative practices and policies; effectively utilizes personnel and resources; Stays abreast of regulations in the water treatment field;

Responsible to see that employees continue and maintain their education in the water treatment/distribution and wastewater treatment fields;

Long and short range goals, objectives, and priorities are set for the operations and are appropriately implemented;

Effectively represents the District at all times in contacts with the general public, employees, customers, and units of government; May serve and participate in the Local Emergency Planning Committee;

Reads and interprets plans and specifications;

Operating costs are controlled within the limitations of the budget;

Establishes and maintains effective communication and working relationships with employees, customers, government officials, engineers, and the Board;

Keeps the Board informed of all matters of major importance and initiates or recommends actions with respect to such matters;

Assures that the quality of water and wastewater treatment equals or exceeds standards set by the Board, Federal, or State governments;

Performs such other duties as may be assigned by the Board.