

Corbett Water District Employee Job Description

Job Title: District Manager

Purpose of Position

The Corbett Water District Manager plans, organizes, and directs the operations of and capital improvements to the District water system, manages District activities, on behalf of the Board, within established policy and budget. Plans, supervises, directs and reviews the work of District staff and contractors.

The overall purpose of this position is to assure a safe and adequate drinking water supply to the customers of the Corbett Water District.

Distinguishing Characteristics

This is the single managerial position on the Corbett Water District staff, reporting directly to the Board. This is a working manager role. The manager is assigned field and treatment plant operational tasks in addition to the management and supervision.

Essential Job Functions and Responsibilities

Management Responsibility

- Evaluates, develops and implements programs, policies and procedures to improve the effectiveness and efficiency of the District.
- Works with Board appointed committee and staff to develop and present annual budget request.
- Monitors revenue and expenditures to ensure adherence to approved budget.
- Reviews and approves purchase orders, construction standards, and plans and specifications for systems improvements.
- Receives and resolves citizen complaints and concerns regarding District activities and personnel. Presents, to the Board for possible action or guidance, unresolved complaints from citizens.
- Coordinates projects with various utilities, governmental agencies and contractors
- Prepares reports regarding District activities and coordinate personnel and equipment needs.
- Develops and implements long range maintenance and construction plans in conjunction with the Board, including the Master Plan.
- Attends meetings and seminars as requested or directed.
- Identifies and corrects safety deficiencies.
- Serves as District Direct Responsible Charge to the Oregon Health Authority.

Staff Supervision Responsibility

- Recruit qualified employees using Equal Opportunity Employment Practices.
- Supervises District employees including:
 - assigning and reviewing work
 - establishing work schedules
 - evaluating performance
 - training
 - recommending compensation
 - recommending promotions and disciplinary actions within established policy
- Reviews and determines actions related to leave requests.

Water Operations and Maintenance

- Manages and oversees District operations and maintenance including the water production facilities and treatment plant, distribution system, storage reservoirs, and service connections.
- Prepares annual plan for the District and submits monthly work report to the Board of Directors or assigned Board member(s).
- Plans, organizes, and directs system maintenance and repair tasks as performed by District field and office personnel and/or contractors; determines methods, equipment, material and staffing needs, and prioritizes and schedules projects.
- Procures and administers various system improvement and consulting contracts with the assistance of the Board of Commissioners and District Clerk.

Minimum Qualifications

Knowledge of:

- Public works, including water system management and operation.
- Water system improvement planning and implementation: budgeting, scheduling, permitting and construction.
- Regulations governing public water supply.
- Government Budget and finance principles and practices.
- Customer Service principles.
- The materials, methods and operation of Class 1 Water treatment facility; and the laws, rules, regulations, operation hazards and safety precautions related to water treatment.
- Employment practices, implementation of personnel policies and collective bargaining agreements.

Ability to:

Assist District personnel in the performance of their duties as workload and staffing levels dictate.

Follows all safety rules and procedures as established for work areas. Ensures that subordinates comply with safety rules and procedures.

Maintain work areas in a clean and orderly manner.

Plan for and attend regular monthly meetings of the Board of Commissioners.

Plan for and attend other meetings as needed.

Develop plans, schedules, and budgets for tasks and projects.

Communicate effectively with staff, public, contractors, and Board.

Use the Microsoft Office Suite of computer programs including, Word, Excel, PowerPoint, and Outlook.

Other Requirements:**Minimum Education and Experience:**

Two (2) years of college and five (5) years of related experience, or any satisfactory combination of education, experience, and training which demonstrate the knowledge, skills and abilities to accomplish the Essential Job Functions and Responsibilities listed above.

Special Requirements/Licenses:

- Possession of Water Distribution Level II and Water Treatment Level I certifications
- Current CPR/First Aid cards.
- Must be available for “on-call” duty
- A valid State of Oregon driver’s license.

Preference may be given to candidates who meet the Minimum Qualification and Special Requirements/Licenses who also have the following; previous experience within the District’s water treatment system, or equivalent demonstrated experience.

Physical and Mental Demands of Position: The position requires a combination of office and field work. While performing the duties of this position, the employee is frequently required to drive, sit, stand, kneel, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Position duties require physical demands which exceed that typically found in an office environment because field duties often include physical work. Most material moved weighs under 25 pounds. May require moving material weighing up to 75 pounds, on an infrequent basis.

Working Conditions: Work is performed in a wide variety of environments including office, treatment plant, confined spaces, outside weather conditions, and may be exposed to fumes, chemicals, oils, and all other hazardous materials. This role

Supervisory Responsibilities: Responsible for all district staff, including additional temporary or seasonal staff. May participate in the oversight of consultants and contractors hired by the District.

Supervision Received: Works under the direction of the District Board.

Adopted by the Board of Directors on February 17, 2004.

AMENDED: July 7, 2020 by Board of Commissioners