

GENERAL MANAGER

Summary Description:

Under the general administrative direction of the Utility Commission, supervises personnel and administers and directs operations of the water treatment plant, water distribution and sewage collection systems to provide customers with an adequate and continuous supply of potable water and sewage disposal at reasonable costs.

Principle Duties and Responsibilities:

General supervision of and responsibility for the overall operations and personnel of the water treatment plant, the water and sewage pumping stations, the water and sewage collection systems and the administrative and clerical staff associated with the Water and Sewer Utility.

Provides general direction and assistance to the Distribution Manager in the operation and maintenance of the water distribution system and sewage collection system, the Plant Manager in the operation and maintenance of the treatment and pumping plants, the Utility Engineer in the various functions of the Engineering division, and the Accounting Supervisor to assure the efficient and economical operation of the Utility.

Reviews and determines current and long range Utility needs of service areas. Develops and recommends expansion programs to meet the needs of all communities served. Works with consulting engineers and various contractors in reviewing the technical aspects of expanding the water and sewer systems.

Studies, plans, recommends and represents the Utility's interest regarding the technical aspects of constructing major facilities. Works with federal, State and consulting engineers as required. Plans and schedules construction work related to the installation of water production, transmission and distribution facilities.

Reviews and approves purchase orders for Utility materials and supplies.

Performs a broad variety of special duties as assigned by the Utility Commission, including the construction of new facilities, introduction of new technologies in the treatment and distribution of water, improved computerization and control of operations and similarly related activities incidental to the function of the General Manager.

Negotiates union labor contracts, conducts performance appraisals of assigned supervisors, and determines adjustments in compensation levels of Utility employees. Hires, promotes, disciplines, terminates or handles other disciplinary matters for employees and handles employee complaints or grievances after assigned supervisors have attempted to resolve the issues.

Evaluates work performance of subordinates and prepares performance evaluations. Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods, reviews standard correspondence for accuracy and appropriateness.

Prepares and presents clear and concise reports to the Water and Sewer Utility Commission detailing monthly activities and providing updates on Department performance goals.

Performs such other and additional duties as may be required.

Job Specifications:

Comprehensive knowledge of all aspects of surface water treatment and water and sewage distribution systems operation and maintenance. Considerable knowledge of the engineering and chemical principles of water pumping, filtration and distribution. Good knowledge of water quality control standards. Good knowledge of the principles of administration and management.

Ability to plan, schedule, assign, direct and inspect the work of subordinate employees. Ability to perform complex analysis and reach effective conclusions. Ability to communicate effectively orally and in writing.

Skill in the application of administrative and management methods and procedures to departmental activities. Skill in maintaining positive communications and relations with the general public.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position.

Work Conditions:

Work is performed in an office setting, but also requires visits to various land developments, construction sites and all Utility facilities. Must be capable of moving about on construction sites, including walking on uneven ground, climbing hills, climbing ladders, etc.

License/Certifications:

Requires possession of a valid Wisconsin motor vehicle operator's license.

Minimum Education:

Bachelor's degree in engineering, business, or related field is required. Master's degree in a related field is preferred.

Ten years of utility experience with five years at a management level is required.