

O'Connor Utility District – Sparta, TN 38583
General Manager - Job Description

Classification

Full-Time Exempt

General Summary / Objective

Under the direction of the Board of Commissioners, manage and direct the utility towards its continued mission to provide safe, reliable drinking water. Provide leadership and perform necessary functions related to managing a water system including, but not limited to budgetary, operational, staff and compliance issues. The General Manager must be able to work in a collaborative / team environment aimed at continuous improvements while constantly meeting or exceeding regulatory and customer requirements. Perform in a public service capacity and in a manner that is consistent with overall mission, vision, and values of O'Connor Utility District. The General Manager must maintain an exceptional level of ethical behavior and honesty. Participate in, develop and support a united management team.

Essential Functions

- Responsible for the daily operations of the utility and ensure that the utility meets its mission of providing safe, reliable drinking water.
- Prepares, coordinates, schedules all materials for the monthly meetings of the Board of Commissioners.
- Develop and implement long-term goals, and objectives, including overseeing capital improvement projects and ensure compliance with regulatory requirements.
- Directly supervise department heads and General and Administrative staff, including hiring and performance evaluations.
- Function as the primary liaison between the utility and the community.
- Ensure that the utility adheres to all local, state, and federal regulations regarding water quality and safety. This includes staying updated on legal and legislative issues affecting the utility.
- Provide final approval of personnel actions, including hiring of new employees, promotions, formal disciplinary actions, and separations.
- Identifies and communicates to the Board of Commissioners needs for repairs, replacements, and capital improvements.
- Review and make recommendations concerning rate revisions and bonding needs.
- Ensure emergency preparedness plans, activities, procedures, and drills are established and practiced supporting delivery of critical resources in the event of an emergency or disaster.
- Maintains excellent communication and fosters a collaborative working environment with all departments as well as the public.

- Respond to emergencies at all hours, in all weather conditions, as necessary.
- Follows all District Policies.
- Performs related work as required.

Competency

- Detailed knowledge of Environmental Protection Agency and Tennessee Safe Drinking Water Act.
- Knowledge of TN Comptroller oversight, and TBOUR requirements.
- CCR requirements and other annual plans and reports.
- Proficient oral, written, and interpersonal communication skills.
- Effective leadership and supervisory skills.
- Manage multiple tasks in a detailed and effective manner.
- Effective customer service which demonstrates professionalism and high moral standards.
- Ethical Conduct.

Supervisory Responsibility

Oversight of all department operations and department managers, including, but not limited to Water Distribution, and all Office Personnel.

Work Environment

Working conditions involve a combination of administrative work in an office setting typical of an office environment, along with fieldwork exposure in varying weather conditions.

Physical Demands

The person in this position occasionally needs to move about inside the office to access file cabinets, office equipment, etc., and they must operate a computer and other office productivity equipment. The person in this position must have the ability to communicate information and ideas so others will understand and must be able to exchange accurate information in these situations. In addition, the person in this position must have the ability to observe details at close range (within a few feet of the observer). The work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period when conducting work in the field.

Position Type / Hours of Work

This is a full-time position of 40 hours per week. Standard office hours are Monday through Friday 7:30 a.m. - 4:30 p.m., with full-time on-call status.

Required Education and Experience

- Computer knowledge and experience is a MUST. The job requires a lot of time on a computer completing and submitting required documents to be compliant with local, state, and federal entities. Experience with Microsoft Office is a Must.
 - A valid driver's license.
 - CDL's are a plus.
 - Water Distribution License are required .
 - High School Diploma or GED.
 - A minimum of 5 years of direct management experience.
- College degree or any equivalent combination of experience and training that meets the required knowledge, skills, and abilities is a plus.

About Our Company

- We are a water distributor with 8 employees governed by a board of 3 directors.
- We have approximately 4,000 customers.
- We maintain about 210 miles of water line on the northern end of White County.
- The General Manager must live within 45 min proximity to the office of O'Connor Utility District. If you live more than 45 minutes from O'Connor Utility District, relocation will be required.

Compensation

- Pay will be determined on an individual basis depending on education, experience, and ability.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signing below constitutes you have read and understand the requirements, essential functions, and duties of the position.

Name: _____ Date: _____

O'Connor Utility District is a Drug-Free Workplace.

O'CONNOR UTILITY DISTRICT IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER