

Best Water! Best Service!



Gardnerville Water Company  
1579 Virginia Ranch Road  
Gardnerville, NV 89410  
Phone (775) 782-2339  
Fax (775) 782-2491  
[www.gardnervillewater.org](http://www.gardnervillewater.org)

**WATER UTILITY MANAGER AND  
WATER UTILITY MANAGER/ENGINEER  
JOB DESCRIPTION**

**SUMMARY**

Under general direction from the Board of Directors, the Manager or Manager/Engineer is responsible for managing, coordinating and directing the operations, staff and business activities of the Gardnerville Water Company. Manages, coordinates and directs the planning and design process for water and other capital projects.

**QUALIFICATIONS:**

- Associates or vocational degree in related field; AND ten (10) years of water distribution systems experience, five (5) years of which in a managerial/supervisory role of a municipal operation; OR an equivalent combination of education, training and experience.
- Direct working experience with ground water rights related to municipal water production & delivery.
- Valid State of NV Driver's License (or ability obtain within 6 months of employment).
- Valid State of NV certifications related to the management of municipal water systems. Applicable certifications include; Water Distribution Grade 3, Cross Connection Specialist or registration as a Professional Engineer with experience directly related to municipal water operations (or ability obtain within 6 months of employment).
- Must have a maximum 45-minute response time to GWC Office for emergencies (or ability obtain within 6 months of employment).

**ENGINEER QUALIFICATIONS (in addition to above):**

- Bachelor's degree in engineering or a closely related field
- Nevada registration as a Professional Engineer (PE) (or ability obtain within 6 months of employment).
- Valid State of NV certifications: Water Distribution Grade 1 (or ability obtain within 6 months of employment).

**WORK HOURS:** Monday through Friday 8:00am to 5:00pm. 40 hours per week. In addition, must attend the Board of Directors meetings held monthly beginning at 5 p.m. on the 2<sup>nd</sup> Tuesday of each month. These meetings are between 2 and 3 hours in length. Position starts November 2018.

**MANAGER SALARY:** \$83,200 to \$114,400 DOE

**MANAGER/ENGINEER SALARY:** \$104,000 to \$135,200 DOE

**BENEFITS:** 10 paid holidays; vacation and sick leave; employer paid health, dental, life, vision, and health reimbursement account; and IRA with company matching up to 3% of contribution.

## ESSENTIAL FUNCTIONS

- Provide for the water supply needs of residents and business owners in the Gardnerville Water Company service territory and assure that all needs are met.
- Manage the operations of the Gardnerville Water Company which is comprised of the water supply system that includes wells, booster stations, transmission, distribution lines, and storage tanks. Ensures all operations conform to state and federal requirements.
- Manage personnel by evaluating and analyzing issues. Recommends and implements solutions, prioritizes and assigns tasks and projects, reviews the work assigned staff to assure the work quality and timely accomplishment of assignment of assigned duties and responsibilities. Recruit, interview and hire new staff; listens and responds to employee problems, concerns, and complaints. Prepares performance evaluations, discusses performance, and improvements.
- Adheres to and enforces all policies and procedures.
- Participate in budget preparation and administration; prepare cost estimates, submit justification for budget items, monitor and control expenditures.
- Assist in the preparation and implementation of goals and objectives for the Gardnerville Water Company; establish schedules and methods for water production system operations and maintenance.
- Analyzes proposals and develops recommendations to the Board regarding policies, programs, and system expansions.
- Manage and oversee Gardnerville Water Company's water rights, which include renewals and maintaining the legal status of the rights with the Nevada State Engineer's Office and the Nevada court system.
- Monitors well pumpage data and reports data to Nevada State Engineers office. Monitors static well water elevations.
- Completes plan reviews for county pre-application, water pre-connections, site plans, and water distribution lines.
- Prepare written or oral reports and present the reports to the Board, staff and the public.
- Administers the preparation of Board meeting agendas and agenda item materials; attends all regular and special Board meetings.
- Analyzes proposed legislation and administrative regulations for their impact on the Gardnerville Water Company; participates in the lobbying process by presenting testimony to town, county and state bodies.
- Keep current on all projects, programs, rule makings, and other activities of local, regional, state and federal agencies that impact the Gardnerville Water Company water system.
- Represents the Gardnerville Water Company within the community and other entities and organizations at the local, regional, state, and federal government levels.
- Performs various other related duties as assigned by the Board of Directors.

## ENGINEER FUNCTIONS

- Plans, organizes, reviews and evaluates the work of in-house and contract engineering.
- Oversees the conduct of feasibility and cost studies; development of engineering solutions to problems water systems, recommends alternative approaches, including the use of contract services and the incorporation of new methods and materials.
- Preparation of project designs, cost estimates, specifications and project schedules

- Prepares requests for proposal and contract specifications for design and engineering services; participates in the selection of contractors and administers professional service contracts; negotiates service parameters and fees as required.
- Coordinates with contract administrators, architects, engineers and construction contractors; schedules projects; provides technical advice and will inspect work in progress to ensure that all work complies with contract specifications and applicable codes and standards.
- Maintains accurate records and files and prepares a variety of periodic and special reports and correspondence.
- Monitors developments in equipment, materials and techniques in the engineering design and construction field; gathers information, develops alternatives and makes recommendations.

#### OTHER KNOWLEDGE, SKILLS & ABILITIES:

- Correct business English, including spelling, grammar and punctuation.
- Preparing clear and concise reports, correspondence and other written materials.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Overseeing and performing complex problem definition and resolution activities.
- Training others in policies and procedures related to the work.
- Using initiative and independent judgment within general policy guidelines.
- Establishing, representing and maintaining effective working relationships with those contacted in the course of the work.
- Communicate technical and procedural information to engineers, other professionals, consultants, contractors, staff, general public, boards, and other stakeholders.
- Setting priorities, coordinating multiple activities and meeting critical deadlines; reading and interpreting plans, specifications and contracts.
- Planning, organizing and administering a complex program of utilities operations.
- Prioritizing repair and maintenance projects; establishing and maintaining effective working relationship with other agencies, public, contractors, and consultants.
- Materials, equipment, and tools used in water utility operation.
- Current technologies used by municipal water systems.
- Laws and regulations which pertain to water rights, water system operations and design.
- Occupational hazards and safety practices related to water system operations and maintenance.
- Water quality standards with detailed understanding of cross connection control.
- Applicable federal, state and local laws and regulations.
- Understanding of Nevada ground & surface water rights management.
- Reading and interpreting manuals, specifications, drawings and blueprints.
- Proficient skill utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, fax machines, etc.

#### ENGINEERING KNOWLEDGE, SKILLS & ABILITIES:

- Principles and practices of project planning, development and evaluation.

- Principles, practices and techniques of civil engineering, construction management and oversight in a public agency setting.
- Materials and techniques of construction and maintenance in capital facility development.
- Project budget development and administration.
- Applicable laws, codes and regulations; computer applications related to the work.
- Performing and overseeing professional level construction administration and quality control work, including the negotiation and administration of contracts.
- Preparing and interpreting a variety of documents, including contract specifications, sketches, diagrams and written reports and correspondence.
- Using initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Interpreting, applying and explaining complex policies, codes and regulations.
- Setting priorities, coordinating multiple activities and meeting critical deadlines.
- Reading and interpreting plans, specifications and contracts.

#### PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office and construction settings and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; agility to traverse terrain and construction sites; vision to read printed materials and a computer screen, and hearing and speech to communicate in person, over the telephone and radio systems.

Work is subject to exposure to extreme weather conditions, hazardous chemicals, electrical currents, gases, dust and noxious odors.

#### REFERENCES

References must be included. Please provide 5 references including each reference's name, job title, company, phone, and email address.

#### HOW TO APPLY

Resumes must be attached to completed applications. Applications are available at [www.gardnervillewater.org](http://www.gardnervillewater.org). The Gardnerville Water Company is an equal opportunity employer and a Drug Free Workplace. If you have other questions, please contact Kristien Bennett (775) 782-2339.

# Application for Employment

## GARDNERVILLE WATER COMPANY

Position applied for \_\_\_\_\_ Date available \_\_\_\_\_

Salary Requested \_\_\_\_\_

\_\_\_\_\_  
Last name First name(s)

\_\_\_\_\_  
Street address City State/Province Zip/Postal code

\_\_\_\_\_  
Telephone (include area code) E-mail

Are you applying for:  Full-time  Part-time

Hours available: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

### Work experience (Please list most recent first)

**1** Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
Beginning pay \_\_\_\_\_ Ending pay \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ May we contact this employer?  Yes  No  
Responsibilities \_\_\_\_\_

**2** Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
Beginning pay \_\_\_\_\_ Ending pay \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ May we contact this employer?  Yes  No  
Responsibilities \_\_\_\_\_

**3** Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
Beginning pay \_\_\_\_\_ Ending pay \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ May we contact this employer?  Yes  No  
Responsibilities \_\_\_\_\_

List other relevant work experience \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Education/training

List secondary and post-secondary education including course of study, and degree or diploma received (highest level achieved first)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List other relevant training (most recent first)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Other activities

List volunteer work, leadership positions, or other activities that you feel may be relevant to this application

\_\_\_\_\_  
\_\_\_\_\_

### Personal references

Please provide three reference contacts other than family members or people you have previously worked with

| Name          | Telephone          | Occupation          |
|---------------|--------------------|---------------------|
| _____<br>Name | _____<br>Telephone | _____<br>Occupation |
| _____<br>Name | _____<br>Telephone | _____<br>Occupation |
| _____<br>Name | _____<br>Telephone | _____<br>Occupation |

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Name

Telephone

Occupation

Is there anything else you would like to tell us about yourself?

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I certify that all information provided in this application is accurate and complete to the best of my knowledge, and I understand that intentionally providing false information could result in refusal of employment or discharge. I also authorize the employers, schools, organizations, or persons named above to provide information regarding my employment, education, character, and qualifications.

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Signature

Date