

Best Water! Best Service!



Gardnerville Water Company
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UTILITY MANAGER-ENGINEER JOB DESCRIPTION

JOB DESCRIPTION:

Under direction of the Board of Directors; plans, organizes and administers all phases of a water system projects; reviews and approves project designs; provide development, supervision, and support to staff; supervises and directs water distribution system and utilities business office; provides professional guidance; communicates clearly and professionally; and positively represent water company to outside agencies, community members, industry professionals, and other water districts.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Engineering;
- Four years of experience in utility engineering design;
- Four years of experience in utility systems;
- Four years of experience in project management;
- Four years of experience in managerial role;
- Valid State of NV Driver's License;
- Maximum of 45-minute response time to GWC Office for emergencies.

SALARY: \$128,000 to \$185,000 annual, DOE

BENEFITS: 11 paid holidays; vacation and sick leave; employer paid health, dental, life, vision, and health reimbursement account for the employee, spouse and dependents 50%; and Simple and Roth IRA with company matching up to 4% of contribution.

HOURS: GWC office hours are Monday through Friday 8:00am to 5:00pm. In addition, must attend the Board of Directors meetings held monthly on the 2nd Tuesday of each month. Required to respond to off-hours emergency situations.

FLSA STATUS: Exempt

SAFETY SENSITIVE POSITION: Yes

SUPERVISION RECEIVED AND EXERCISED: Receives policy direction from the Board of Directors. Exercises direct supervision of all staff.

ESSENTIAL FUNCTIONS:

- Engineering/Project Management
 - Directs the development of solutions to problems related to water systems, and other facility design and retrofitting; recommends alternative approaches, including the use of contract and engineering services and the incorporation of new methods and materials.
 - Prepare requests for proposals and contract specifications.
 - Provides and manages support, including water rights, capital and repair projects, construction plans, design work, specifications, bid documents, estimates, change orders, and asset management.
 - Ensures successful completion of projects; prepares project schedules and cost estimates; coordinates the activities of staff and contractors to meet project demands; oversees and is responsible for all project phases.
 - Administers new construction and major repair projects from development through completion; review and approve project designs.
 - Monitors well pumpage data and reports data to Nevada State Engineers office. Monitors static well water elevations.
 - Exchanges information as required with the State Division of Water Resources, the Bureau of Safe Drinking Water, the Carson Subconservancy District, and other public agencies.

- Operations
 - Direct and oversee the water distribution system and utilities business office; provide development, supervision, and support to staff.
 - Evaluate procedures, operations, and activities of assigned areas of responsibility and recommend and implement improvements and modifications.
 - Maintains familiarity with water utility innovation projects.
 - Coordinates outages to provide restoration of water.
 - Sets priorities for the operation and maintenance of all assets.
 - Responds to emergencies and performs field work when required.
 - Direct, oversee, and participate in the development of the Capital Improvement Program.
 - Plans, organizes, reviews, and evaluates the activities of professional, technical, maintenance and office support staff through subordinate supervisors.
 - Performs site inspections; reviews the work of employees and contractors; provides hands-on professional and technical guidance in the field; directs the activities of employees and contractors and provides course-correction, as necessary.
 - Ensures maintenance of complete and accurate records and files; prepares a variety of periodic reports.
 - Monitors changes in laws, regulations, and technology that may affect operations, and implement changes as required.

- Leadership
 - Lends professional guidance and plays a lead role in developing goals, policies, and processes; monitors and evaluates the effectiveness of policies and processes; seeks methods of continuous improvement.
 - Assists in the development and administration of the annual operating, capital budgets, water rates, and impact fees.
 - Manage personnel by evaluating and analyzing issues. Recommends and implements solutions, prioritizes, and assigns projects, reviews the work assigned. Recruit, interview, and hire replacement staff; listens and responds to employee problems, concerns, and complaints. Prepare performance evaluations, discusses performance, and improvements.
 - Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
 - Establish, maintain, and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
 - Represents GWC with dignity, integrity, and a spirit of cooperation in all relationships; acts as liaison with other government agencies and the public.

- Communication
 - Analyzes proposals and develops recommendations to the Board of Directors regarding policies, programs, and system expansions.
 - Participate in board meetings.
 - Communicates clearly and professionally; presents information orally and in writing to the Board of Directors, staff, county, state, and other external stakeholders.
 - Advises the Board of Directors on issues, programs, and financial status, and recommends long and short-range plans, and capital improvements.
 - Reviews proposed legislation and administrative regulations for their impact on the GWC; participates in the lobbying process by presenting testimony to town, county, and state bodies.
 - Maintains excellent communication with the Board of Directors and staff.

OTHER KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- Engineering practices and principals.
- Employee leadership, management, and development.
- Management and development of capital projects and budgets.
- Business administrative practices applied to water functions.
- Project design and management principles and techniques.

Skill in:

- Planning, organizing, and administering programs and projects to meet deadlines and requirements.
- Developing effective work teams and motivating individuals.
- Interpreting, applying, and explaining complex codes, ordinances, and regulations.

- Using initiative and independent judgment within general policy guidelines.
- Interpreting manuals, specifications, drawings, blueprints, and contracts.
- Preparing clear, concise, and complete reports and presentations.
- Setting priorities, coordinating multiple activities, and meeting critical deadlines.

Develop knowledge of:

- Nevada water law and water rights management.
- Regulations pertaining to water operations.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping to access files and records are necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 25 pounds) is occasionally required.

Mental requirements include active listening, critical thinking, complex problem solving, learning techniques, mathematics, monitoring, reading comprehension, science, speaking, and writing.

In compliance with applicable disability laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with the employer.

WORKING CONDITIONS:

Work is performed primarily indoors in an office type environment where most work is performed at a desk, although regular field interaction with operators and the water system is expected. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

I have read and understand this explanation and job description.

Signature: _____ Date: _____