



JOB TITLE: District Manager
DEPARTMENT: Administration
REPORTS TO: Board of Directors
FLSA STATUS: Exempt

SUMMARY OF POSITION

This position is responsible for all operations of the District to ensure that wastewater generated within the District is properly, safely, and efficiently collected, treated and disposed of. This position is also responsible for ensuring District compliance with federal, state, and local requirements. Work is done under the general guidance of the Board of Directors but is carried out with a high degree of independence. This is a District safety-sensitive position in accordance with Arizona law.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following:

- Directly supervises the management staff responsible for District activities and indirectly supervises all employees.
- Oversees operation and maintenance of all District facilities.
- With direction from the Board, develops rules, regulations, policies, and procedures.
- Responsible for the development and coordination of all District planning activities.
- Oversees development of general fund and capital outlay budgets.
- Serves as District Engineer.
- Oversees preparation of plans and specifications for District projects.
- Oversees review of plans and specifications for all new sewer facilities planned by developers to ensure that facilities are in conformance with District requirements.
- Oversees all sewer construction activity whether by District or private developer. Ensures all construction is done in accordance with District requirements.
- Compiles technical and statistical data and prepares comprehensive written reports.
- Oversees review of requests to encroach on or abandon public utility easements. Oversees creation of public utility or sewer easements as needed.
- Responsible for development and execution of legal agreements and contracts on behalf of the District.
- Oversees the hiring, firing, disciplining, and scheduling of all employees.
- Evaluates performance of all management staff and oversees performance evaluations for all other staff.
- Responsible for the development and oversight of employee management practices, policies, and benefits.
- Oversees development and implementation of District safety, education, and training programs.
- Oversees all District procurement activity in accordance with appropriate spending authority, approves requisitions, signs purchase orders and checks.
- Responds to public inquiries and complaints. Maintains public relations and makes public presentations on behalf of the District.
- Prepares agenda and attends all Board meetings.
- Maintains open lines of communications with government regulatory agencies as well as other public bodies.
- Oversees preparation and renewal of all permits necessary for the District to operate in accordance with all regulatory requirements.

- Oversees the maintenance of accurate and detailed records and files including contracts, permits, legal agreements, and as-built drawings.
- Serves as liaison between Town and District.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of engineering principles, and practices as they apply to the planning, design, construction, and operation of a wastewater utility.
- Knowledge of principles, procedures, materials, tools, and equipment used in the operation and maintenance of a wastewater utility.
- Knowledge of federal, state, and local requirements affecting the planning, design, construction, and operation of a sanitary district (wastewater utility) including recycled water distribution or disposal facilities.
- Knowledge of District policies and procedures.
- Knowledge of principles of sound management and budget.
- Ability to plan, organize, and direct the work of the District to achieve District objectives.
- Ability to communicate both orally and in writing with people at all levels.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Most work is primarily performed in an office setting, with occasional work done in a plant, remote utility facility or construction site.
- Ability to work in a wide variety of weather conditions and exposure to the elements.
- Sufficient strength to occasionally lift and/or move items up to 25 pounds.
- Sufficient body flexibility, mobility, stamina, and balance to perform District oversight tasks which require moderate, though not constant physical effort, typically involving some combination of standing, stooping, kneeling, crouching, climbing a ladder and walking over uneven terrain.
- Ability to wear protective equipment as required, such as eye protection, gloves, hard hats or safety-rated steel-toed boots.
- Visual and muscular dexterity to operate a motor vehicle and computer.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- Ability to sit or stand for extended periods of time at a workstation typing on a keyboard, reading a computer screen and operating a variety of standard office equipment requiring continuous or repetitive arm and hand movements and close vision work.
- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern warning or emergency alarms, including vehicle back-up warnings.
- Sufficient visual acuity, with or without reasonable accommodation, permits the employee to discern color-coded equipment indicators, and move over rough or unfamiliar terrain.

REQUIRED CREDENTIALS, EDUCATION AND WORK EXPERIENCE

- Bachelor's degree in civil, sanitary, or environmental engineering.
- 7 years' experience with water or wastewater utility.
- Related experience may be considered as a substitute for the required experience.
- Possession of a valid professional engineer's registration in the State of Arizona in environmental, sanitary, or civil engineering.

- Preferred: Possession of valid Grade 4 WW Treatment Operator's and Grade 4 Collection System Operator's certifications from the Arizona Department of Environmental Quality, or ability to obtain within a reasonable amount of time.

ADDITIONAL REQUIREMENTS

- This is a safety sensitive position that must pass a post offer/pre-employment drug screening, background check and physical.
- This position is subject to random drug and alcohol testing throughout the period of employment in accordance with the District's Drug-Free Workplace Policy.
- This position requires the use of District vehicles for business. A valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date is required.

EQUAL OPPORTUNITY EMPLOYER

FHSD is an equal opportunity employer. FHSD shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

DISCLAIMER

Some incumbents may not perform all the duties listed or may perform related duties as assigned. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.