



Howell Mountain Mutual Water Company

Job Description

Job Title: General Manager
Reports to: Board of Directors

SUMMARY:

Responsible for treatment, distribution, water quality, managing a watershed, customer service, finances and personnel.

SALARY: DOQ

ESSENTIAL DUTIES AND RESPONSIBILITIES; include but are not limited to the following. Other duties may be assigned.

Authorized by the Board of Directors with full responsibility to oversee all operations of the company.

Acts as Chief Operator for Treatment and Distribution, recognized by State Water Resources Control Board (SWRCB).

Reporting to the Board of Directors, serves as liaison between board and customers, completes annual report, informs Board of operational and management activities, recommends system enhancements and maintenance actions, oversees land use policies and procedures, and assists in preparation for annual meeting.

Produces annual operations plan and proposes long-term planning objectives to Board.

Produces and files any and all regulatory reports within reporting time lines as required by State Water Resources Control Board or any other governmental agencies.

Addresses concerns regarding legal issues and consults with legal counsel.

Ensures all Federal, State, local laws, rules and regulations are met and complied with regarding all company operations.

Oversees Operators, gives direction, assigns work, inspects work completed and is held accountable for Operators performance.

Oversees Office Manager, provides direction and approves company invoices, bills, charges and fees.

Keeps current on industry advances, new regulatory requirements and technical knowledge.

Reviews and updates as needed all HMMWC emergency and safety plans and programs including fire, earthquake, drought, and other natural disasters. Complies with all safety regulations and standards.

Knowledgeable of all HMMWC bylaws and general operating procedures.

Maintains community relationships, and oversees all customer issues.

Serves as liaison with media during system emergencies ensuring positive interaction.

Conducts daily, weekly, monthly, and yearly collection system operations and maintenance including watershed, lake conditions and levels, dams, spillways, gates, fence lines, and access roads.

Conducts daily, weekly, monthly, and yearly filtration system operations and maintenance including ensuring State compliance requirements, testing and lab work, plant maintenance and organization, clean work environment, treatment and analysis equipment calibration and maintenance, backwash protocol, emergency generator maintenance, all equipment operations (pump, air compressors, pneumatic systems, chlorination, etc.), and ensures water quality.

Conducts daily, weekly, monthly, and yearly distribution system operations and maintenance including pumps, ensures water quality, flushes hydrants, regulators and valves, piping (inspects, repairs, replaces), water storage tanks, and repairs all leaks.

Acts as Inspector on all distribution pipeline projects.

Maintains HMMWC buildings, vehicles, watercraft, and all other equipment.

Utilizes various chemicals (including water, pest and weed control), chemical feed pumps, and chemical injection systems.

Completes work orders as requested by customers and Board, outside of routine operations.

Establishes relationships with outside vendors as needed to order and maintain supplies, chemicals, materials, and equipment as required and within company operating guidelines.

Creates annual budget, informs Board of yearly capital improvements.

Works closely with Office Manager to understand office operations including budgeting, financial statements, billing, receipt of payments, recording customer water usage, bill payment, and other essential office procedures. As well as preparation of the Board reports and annual budget.

MANAGER RESPONSIBILITIES:

Directly supervises 1 to 3 employees in full time, scheduling of PTO time, temporary or part-time positions. Carry out supervisory responsibilities in accordance with the organization's policies and applicable Federal and State labor laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolved problems.

QUALIFICATIONS:

To perform job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Preferably an AA/AS degree in Business, Management or any related field. Minimum of two years experience as an operator working in a water treatment plant. Knowledgeable skills and experience in plumbing, piping, water supply, water quality, water system maintenance and repair, chemicals, processes, disinfection, and plant maintenance.

CERTIFICATES, LICENSES:

Licenses as required by State Water Resources Control Board.
Holds valid California Drivers License.
Holds valid SWRCB grade III Water Treatment certificate.
Holds valid SWRCB grade II Water Distribution certificate.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally exposed to high, precarious places and extreme heat. The noise level in the work environment is usually loud. The employee is frequently in and around ditches (3' to 5' in depth) as well as storage and filter tanks. Federal and California OSHA safety standards are to be followed at all times.