

## JOB DESCRIPTION

**Position Title:** General Manager  
**Department:** Administrative  
**Starting Pay Grade:** 7 (Salary Employee)

### General Description of Work

This is a highly responsible administrative and technical position involving the directing of all utility activities. Involves the application of a combination of administrative, supervisory and technical knowledge. Furnishes technical advice to the Board concerning public works projects. Works in the planning, design and construction of capital improvement projects. Works with consulting engineers in projects undertaken by the District.

Work is reviewed by the Board through conferences, reports and general observation of results obtained.

#### **Duties:**

Directs, coordinates, plans and evaluates the functions and utility and maintenance activities of the District. Investigates design criteria for public works improvements including water mains, treatment plant additions, buildings; determines if the construction and maintenance plans are in compliance with codes and ordinances; makes work schedules, purchases supplies; oversees workers, determines size of work crews; keeps track of time and project progress. Advises the Board of complications and progress; arranges efficient use of equipment; oversees operation and maintenance of water lines; approves vacation days and ; communicates with public, deals with customers, provides positive public relations and displays positive public conduct ; performs duties with a minimum of supervision; required to work over forty hours per week periodically; creates and maintains a yearly District budget. Does any additional work that may be required or requested.

#### **Supervised by the Board.**

**Skills, Knowledge and Abilities:** Knowledge in Public Works operations; thorough knowledge of water transmission, construction methods, materials and types of equipment, ability to prepare technical designs, cost estimates and work schedules for operation and maintenance and for capital improvements desired by the District; ability to communicate with employees and public, and project a

good image, knowledge of safety rules and ability to act in emergency situations; knowledge of standard practices in construction and labor operations; ability to read and understand blueprints; ability to supervise employees and work crews.

Ability to express ideas clearly and concisely, both orally and written; prepare, evaluate and interpret technical reports; ability to establish and maintain effective working relationships with employees and Board Members, contractors and the general public; integrity. Good physical condition.

**Education:** High School Diploma, four-year college degree in related field preferred or a combination of experience and specialized training to equal a college degree. Minimum of two years supervisory experience. Possess a valid CDL Driver's License. Possess at least a valid West Virginia Class I Water Operators License.