

PRITCHETT WATER SUPPLY CORPORATION

GENERAL MANAGER JOB DESCRIPTION

Job Summary:

The General Manager, under the supervision of the Board of Directors, performs a wide variety of tasks necessary for the efficient production and distribution of water in sufficient quantity and quality to meet customer demand. As the chief administrative officer of the Corporation, the General Manager carries out all directives, policies and procedures set forth by the Board and is responsible for organizing and directing the work of all staff members. The General Manager also ensures that all legal and regulatory requirements of the Corporation are being met, serves as the primary point of contact for consultants and government agencies, oversees the financial affairs of the Corporation and performs all other duties as assigned by the Board.

Salary depends on qualifications and experience.

Education and Experience

- * A minimum of a high school diploma or equivalent, and preferably a Bachelor's or Associates Degree.
- * A Class "C" or higher Groundwater Operator Certification with TCEQ
- * Five or more years experience working on a ground water system.
- * Two or more years supervisory experience.
- * Two or more years having general knowledge of TCEQ.
- * Two or more years experience working with independent contractors.
- * Has a valid Texas driver's license and is insurable under the Corporation's insurance policy.

Operational Duties

- * Ensures compliance with Texas and Federal EPA water quality standards.
- * Maintains routine and state mandated water sampling records and prepares production and treatment reports.
- * Provides monthly oral and written reports to the Board regarding utility status and needs.
- * Ensures that an adequate inventory of materials, supplies and equipment is maintained.
- * Supervises routine maintenance and inspection of equipment; performs and/or supervises repairs, adjustments, maintenance and /or replacement of pumps, electric motors, meters, and chemical feeders; and maintains proper records of all maintenance and repairs.
- * Calculates water loss figures.
- * Responds to emergency conditions according to standard procedures.

Managerial, Financial and Administrative Duties

- * Supervises all office and field employees and ensures compliance of all policy and procedures by employees. Evaluates employee performance.
- * Oversees and when necessary directs the activities of contracted labor.
- * Develops estimates for recommended purchases of goods and services.
- * Maintains all financial records, revenues and expenditures.
- * Ensures that all receipts are properly documented and deposited in a timely manner.
- * Ensures the timely payment of all system debts and obligations and tracks revenues and expenditures in relation to the adopted budget.
- * Maintains all system files and records, including: operational and maintenance records; sanitary surveys, Charter, By-Laws, CCN, sampling results, tariff and/or other Board adopted policies, contracts,

board minutes, and others as needed and as appropriate. Ensures members/public are made aware of outages/boil notices, etc. in a timely manner

- * Oversees requests for service to ensure compliance and the application of all system policies.
- * Ensures all collections are made in a fair and equitable manner and termination policies are applied according to board policies.
- * Handles customer inquiries and complaints related to water service.
- * Participates with the Board and consulting engineers in planning system improvements and expansion.
- * Assists with the posting of notification of all Board meetings.
- * Assists in the development of the annual budget.
- * Works closely with engineers, contractors, local elected officials, state regulatory and financing agencies and (when necessary) the media.
- * Advises and assist the Board in the establishment of goals and objectives (short term and long term)
- * Keeps the Board informed on the progress and results of operations to ensure conformity with approved goals and objects, programs and budgets. Keeps the Board informed of factors affecting the accomplishment of these goals.
- * Hire/terminate all personnel and oversees training and development of employees.

Required Knowledge and Skills

- * Extensive knowledge of the methods, practices, tools, and materials used in the operation, maintenance and repair of water production, treatment, storage and distribution equipment and machinery.
- * Thorough knowledge of the equipment and procedures used in installing and repairing water mains and service meters.
- * Knowledge of safety regulations for employees and the public, including chlorine and other chemical hazards.
- * Ability to plan, organize and supervise the operation, maintenance and repair of the utility's storage, treatment and distribution systems and the organizational skills necessary for scheduling daily activities.
- * Ability to prepare concise and accurate records and reports.
- * Ability to help develop and implement the utility's policies and procedures.
- * Physical stamina and no physical limitations on lifting.
- * Skills in public relations and handling customers' questions and complaints.
- * Ability to understand and follow complex oral and written instructions.
- * Ability to communicate effectively orally and in writing.
- * Ability to effectively supervise the work of subordinates.
- * Demonstrate fiscal management ability.

The manager shall be a Member of the Corporation and shall reside within the territory served by the Corporation within 6 months.