



District Manager

Reports to: Board Of Directors

Revision Date: 3/26/24

Pay Grade 22: \$131,289 - \$190,370

FLSA Status: E

Summary:

Responsible for the overall operation, management, and administration of the District, setting appropriate vision and examples for the organization, working with the Board of Directors on planning and organization to assure goals and policies are achieved. Oversees the strategic direction of District operations. Performs a variety of complex and advanced professional, technical, administrative, and analytical duties.

Essential Duties and Responsibilities:

The list below is intended to be illustrative of the responsibilities of the position and is not all-encompassing. The District may change these duties at any time.

- Supervising the administration of a public sanitary district organized pursuant to Colorado Revised Statutes, Title 32.
- Exercises supervision over all Sanitary District employees either directly or through subordinate supervisors.
- Manages and supervises all departments and offices of the Sanitary District to achieve goals within available resources. Plans and organizes workloads and staff assignments. Trains, motivates and evaluates staff. Reviews progress of workloads and assignments and directs changes as needed.
- Responsible for the coordination and development of planning and programs to provide current and future wastewater management and operations for the Sanitary District.
- Provides leadership and direction in the development of short and long-range plans. Gathers, interprets and prepares data for studies, reports and recommendations. Coordinates department activities with other departments and agencies as needed.
- Provides professional advice to the Board of Directors and to Department Heads. Makes presentations to councils, boards, commissions, civic groups, conferences and the general public.
- Communicates Sanitary District plans, policies, and procedures to staff, other affected governmental agencies and the public.

- Assures that assigned areas of responsibility are performed within budget. Performs cost control activities and monitors revenues and expenditures to assure sound fiscal control. Prepares the annual budget for Board of Directors approval. Assures effective and efficient use of budgeted funds, staff, materials, facilities and time.
- Responsible for the determination that each program and activity of the Sanitary District maintains accurate and detailed records and files. Assures compliance with federal, state and local laws and regulations concerning record keeping.
- Determines work procedures and approves work schedules for the Sanitary District staff. Performs workflow studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions to staff and assigns duties and examines work for quality, completeness, neatness and conformance to Sanitary District policies and procedures. Responsible for implementing education and training programs for staff.
- Maintains harmony among the staff and resolves staff grievances. HR Job Description includes Assists staff in performing duties.
- Strives to develop the highest degree of understanding and appreciation of the Sanitary District's way of doing business with its user, and encourages professional employee relations with the public in every contact. Helps resolve complaints and grievances from the public. Educates the public concerning the importance and need for wastewater treatment, clean water and other appropriate environmental concepts.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Appoints, removes, and disciplines Department Heads and staff of the Sanitary District.
- Ensures that Sanitary District operations are conducted in compliance with applicable laws and regulations.
- Prepares and submits a preliminary annual budget and administers the adopted budget of the Sanitary District.
- Advises the District Board of Directors of operations, financial conditions, and current and future needs of the Sanitary District.
- Attends all meetings of the District Board of Directors and represents the Sanitary District at meetings, conferences, and ceremonies.

Other Duties/Responsibilities:

- District Engineer, Finance Manager, Plant Manager, Human Resource Administrator/ Office Manager, and indirectly all other staff.
- Evaluate management staff annually.
- Review with management staff evaluations of departmental staff.
- Meet with District Management staff regularly.
- Work with staff on various programs and projects of the District as needed
- Recommends acts and measures, which are necessary or expedient for the operation of the Sanitary District to the Sanitary District Board of Directors for adoption.

- Prepares and submits such reports to the District Board of Directors as required or requested by the Board or as deemed advisable by the District Manager.

Supervisory Duties:

- District Engineer, Finance Manager, Plant Manager, Human Resource Administrator/ Office Manager, and indirectly all other staff.
- Evaluate management staff annually.
- Review with management staff evaluations of departmental staff.
- Meet with District Management staff regularly.
- Work with staff on various programs and projects of the District as needed

Knowledge, Skills, and Abilities:

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

- Considerable knowledge of modern policies and practices of public administration. Working knowledge of governmental finance, human resources, public works, public safety, community planning and grant writing.
- Skill in preparing and administering budgets. Skill in planning, directing and administering public programs. Skill in operating the tools and equipment for the job.
- Ability to prepare and analyze comprehensive reports. Ability to carry out assigned projects to completion. Ability to communicate effectively, both verbally and in writing. Ability to establish and maintain effective working relationships with the general public, staff and public officials. Ability to efficiently and effectively administer a public sanitary district.

Education and Experience:

- Minimum of a Bachelor's in Civil Engineering, Accounting, Business Development or related field.
- Five plus years supervisory/management experience in water or wastewater operations with managing a minimum of ten employees.
- An equivalent combination of education and experience may be considered.

Licenses/Certifications:

- A valid Colorado driver's license and satisfactory driving record are required.
- Colorado Clean Water Professional Certification in Collections and/or Wastewater preferred.

Physical Activities:

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some lifting and outdoor work, including inspections, site work, and walking. Moderate physical activity is required — the ability to lift 50 pounds, occasionally exposed to outside weather conditions. This position requires standing, walking, sitting, stooping/bending, and repetitive motion. This

position requires working with standard office equipment (such as telephone, fax, personal computer, and printer).

Working Environment:

This person must be able to work in an office-based team environment as well as work in a variety of settings and all-weather extremes and conditions during the day and possible callback situations. Work may result in exposure to wastewater or untreated water supplies containing infectious disease agents such as bacteria, viruses, fungi, and parasites. Ability to work under stressful situations, work with others in an office setting, supervise others, and meet deadlines. Work can be performed in various settings, including office and industrial buildings or sites. Requires the ability to work under time constraints. This position requires occasional travel.

Benefits:

- PERA
- 11 paid holidays, 12 Days of PTO which begins accruing immediately.
- 40 hours vacation added on your 6-month anniversary, which grows with tenure.
- 100% employer-paid medical, dental, vision, STD, LTD, and life insurance options.
- Spouse, domestic partner, and family coverage is available at a discounted rate.
- Flexible spending account.
- 6% match on 401K, traditional or roth.
- Aflac
- EAP
- Tuition reimbursement.

SELECTION GUIDELINES.

- The employment of the District Manager is "at will." The District Manager serves at the pleasure of the District's Board of Directors.
- Formal application and review of resume required. Oral interview and reference check will be accomplished. Job-related tests may also be required in addition to Wastewater Treatment certifications by the State of Colorado.
- The duties listed above are intended only as illustrations of the various types of work that may be required. The omission of specific statements of duties in this job description does not exclude them from the position if the work is similar, related or a logical assignment for the District Manager.
- The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or other duties assigned by management.