

BURNEY WATER DISTRICT
DISTRICT MANAGER

DESCRIPTION:

The manager is the executive officer of the District and is responsible for the operations of the District. The manager is directly responsible to the Board of Directors. They are accountable for the operations of all District facilities, attends all Board meetings, performs administrative tasks, represents the District as liaison with regulatory agencies, is the Chief Plant Operator of the Wastewater Treatment Plant, prepares needed reports, supervises subordinates, prepares ordinances and other documents for the Board of Directors, administers contracts and enforces District rules, regulations and ordinances. Work closely with the Administrative and Field Staff.

TYPICAL DUTIES:

1. Ensures safe, professional working conditions.
2. With the help of the Administrative and Field Staff, develops annual budget to present to the Board of Directors for approval prior to the beginning of the fiscal year and monitors income and expenditures.
3. Reports on the status of the facilities to the Board of Directors.
4. Plans, studies and implements operational changes.
5. Assigns, organizes and directs activities of the staff,
6. Recommends short and long range planning to the Board of Directors.
7. Maintains efficient operations and maintenance of the facilities.
8. Performs tasks related to the control of the District's facilities to achieve the required degree of water quality.
9. Hires employees and supervises training.
10. Prepares specifications, reviews plans, and inspects new facilities under construction.
11. Administers all District contracts and other obligations.
12. Maintains good public relations.
13. Establishes and monitors lab data, monitoring procedures and quality control program.

PREFERRED QUALIFICATIONS:

California Grade 3 Wastewater Treatment Plant Operator's Certification.
2 years' experience at a tertiary wastewater treatment plant.
California Grade 2 or 3 Water Distribution Operator's Certification.
California Grade 2 or 3 Water Treatment Operator's Certification.
5 years' supervisory experience.
A valid California Class B Driver's License.

KNOWLEDGE AND ABILITIES:

- Must have a wide knowledge of water and wastewater equipment, facilities, operations and maintenance.
- Must have the ability to perform and interpret lab tests.
- Must have the ability to evaluate data and make operational changes.
- Must be able to develop annual budget.
- Must be able to supervise and direct personnel.
- Must possess good verbal and written communication skills including understanding technical and administrative reports.
- Ability to exercise good judgement and take prompt, decisive action when emergency situations arise.
- Must be able to work productively with the Board of Directors and the public.