

Alto Lakes Water & Sanitation District

Job Description – District Manager

Status: Exempt

Reports to: ALW&SD Board, primary contact is President

Supervises: Office Manager, Field Supervisor, outside contractors, and suppliers

Major responsibilities:

Responsible for the operation and management of the District including water, wastewater, and solid waste.

- Provide reliable and highest possible quality of service to customers.
- Maintain positive morale, safety and general well-being of the workforce. Provide for training and development of personnel.
- Manage the contracting for constructions activities and coordinate the operations of systems with the construction improvements.
- Supervise professional services including engineering, legal, and accounting.
- Communicate with customers, suppliers, contractors and others where necessary to maintain sound relationships.
- Manage agreements with contractor handling solid waste for the District.

Formulate and carry out operating policies and procedures to implement District Board strategic directives. Provide monthly reports to District Board on operations, future problems, issues, and financial status

Responsible for the financial and capital resources necessary for the operation of the District. Maintain operating budgets and control budget expenditures. Prepare or direct preparation of financial reports, budgets, correspondence and strategic plans.

Develop and maintain contacts with funding agencies and obtain funding where appropriate.

Responsible for meeting requirements of State and Federal regulatory and financial agencies and insuring compliance with regulations. Maintain necessary licenses, accreditation, and certifications for system and personnel.

Develop and maintain knowledge of issues concerning water rights affecting the District.

Required knowledge and experience:

High School diploma (or GED) with some college preferred

New Mexico certification as Water Supply Operator III and Wastewater Operator III (or eligible for certification based upon reciprocity agreements)

Five or more years management experience in water and wastewater systems

In-depth knowledge of water supply and delivery as well as wastewater treatment operations with a general working knowledge of all areas of operating a water and wastewater system

Familiarity with State and Federal regulation of water, wastewater, and local governments

Ability to make decisions that require a high degree of judgment significantly affecting customers, employees, and regulatory agencies

Ability to exercise almost complete discretion to define and execute activities required to carry out policies established by the District Board.

Ability to lead employees, suppliers, and contractors in a manner which will result in maximizing service and quality and minimizing costs