

**KINGSTON WATER DISTRICT
JOB DESCRIPTION
GENERAL MANAGER
JULY 2, 2020**

TITLE: General Manager

REPORTS TO: Elected, five member Board of Commissioners

RESPONSIBILITY:

- Management of all water system operations and business functions
- Short and long range planning

MAJOR DUTIES:

- Overall management of water system operations and business office functions
- Overall management including day to day operations of personnel.
- Understand and apply the principles of professional water works practices in the operation, maintenance, repair, and replacement of utility assets and infrastructure.
- Maintains compliance with Department of Health, Center for Drinking Water Quality Rules and Regulations and relevant EPA Safe Drinking Water Act Rules and Regulations
- Prepares annual Operating Budget, Capital Budget and Schedule of Rates and Charges
- Generally advises and makes recommendations to the Board
- Develop and recommend policies for review and approval by the Board
- Develop and recommend rules and regulation for review and approval of the Board
- Manage business relationships with:
 - Rate payers of the District
 - Contractors
 - Vendors
 - Federal, State and Local regulators and officials
- Ensures excellent customer service relationships and manage and resolve customer complaints
- Works closely with the Board and carries out Board directives
- Prepares monthly reports to the Board
- Maintain office compliance with legal requirements in:
 - RIGL 46 – Open Meetings
 - RIGL 38 – Public Records
- Attend Board meetings during the day and evenings as required by Board schedule.
- Must carry District supplied smart phone 24/7.

QUALIFICATIONS:

- Must be a US citizen and maintain a Rhode Island driver's license
- Education:
 - College Degree Preferred / Minimum High School Diploma along with advanced experience and credentials.
- Certifications: Rhode Island Distribution II and Treatment II and must obtain Distribution III within a year of employment
- Desired Experience:
 - Minimum of ten (10) years of relevant, combined experience in water distribution, water treatment.

- Minimum of five (5) years of direct supervisory experience
- Experience with SCADA, GIS, hydraulic modeling, cross-connection control, leak detection.
- Also, desirable experience includes:
 - Working knowledge of accounting and budgeting
- Necessary Skills and Abilities:
 - Strong supervisory skills
 - Strong time management and organizational skills
 - Strong verbal and written communication skills in English language
 - Ability to understand and follow written or verbal instructions
 - Ability to multi-task
 - Ability to professionally respond to inquiries from the public, regulatory agencies and media
 - Ability to maintain discretion and confidentiality at all times
 - Highly proficient with developing analytical spreadsheets and organizing and analyzing data
 - Strong work ethic, available, dependable and commitment to job
 - Ability to learn new duties:
- Personal:
 - Initiative, proactive
 - Good judgement
 - Attention to detail
 - Resourceful
 - Dedicated
 - Tactful
 - Problem solver
 - Positive thinker; positive speaker
 - Maintain professional, business casual attire
 - Ability to pass criminal background check
 - Ability to pass financial background check
 - Valid Rhode Island driver's license

WORKING CONDITIONS:

- Salaried Position with 40-hour to 45-hour work week at office and throughout the system.
- Frequent field site visits for meetings, gathering data, observing staff work or observing construction
- Prepared to work as a distribution and/or treatment operator as needed
- Occasional travel for meetings off-site throughout Rhode Island and New England
- Ability to respond to emergencies with 30 minutes

PHYSICAL REQUIREMENTS

- Occasionally required to lift and/or move 50 pounds unassisted without injury
- Occasionally required to climb and descend step ladder to retrieve items
- Occasionally required to climb or balance; and stoop, kneel, crouch, or crawl
- Occasional need to:
 - enter utility trenches to observe conditions
 - traverse uneven and un-firm ground on construction sites
 - climb 100' water tower

COMPENSATION:

- Salaried position with multi-year employment contract: Salary based on experience and qualifications with an estimated range of \$80,000 - \$100,000.
- Competitive Benefit Package

- One-year probationary period with dismissal at any time during probation for performance that does not comply with the job description requirements. A 3 year contract after the probationary period expires.

APPLICATION FOR EMPLOYMENT:

- Apply by detailed resume to include:
 - All secondary and post-secondary education
 - Full employment history
 - Relevant experience and training
 - Relevant licenses
 - Three professional references
- Resumes will be received until September 1, 2020
- Submit applications by e-mail at: info@kingstonwaterdistrict.com
- Resumes will be reviewed and the top qualified candidates may be interviewed at the discretion of the Board. All candidates will eventually be notified of the disposition of their application by e-mail.

EMPLOYMENT START:

- It is expected that the new hire will begin employment on or before October 1, 2020 and train with the current General Manager for approximately 3-months.
- Health Insurance: Paid by the employer
- Holidays:
 - 12 paid days
- Vacation:
 - Two to five weeks of vacation based on length of service; Negotiable based on experience and qualifications
- Pension:
 - Simplified Employee Pension (SEP) Plan: Additional 9% of total compensation (over and above total compensation) contributed by KWD to employee's SEP, untaxed (similar to 401k, IRA). Employee decides how the KWD funds are invested with unlimited choices; not chosen or controlled by KWD. SEP is immediately 100% vested to employee, upon completion of probationary period, and in employee's name with no KWD control or ownership.