

Arbuckle Public Utility District
Arbuckle, California

General Manager

Salary: \$90,000 - \$120,000, Plus Benefits.

Job Type: Full Time

First resume review: October 9, 2024

The Position

The General Manager of the Arbuckle Public Utility District will be responsible for the daily management and oversight of the District, including working closely with staff, as well as other external agencies and stakeholders. The District is looking for a strategic leader who understands the needs of the community. Under policy guidance and direction from the Board of Directors, the General Manager oversees, reviews, and evaluates Administration, Engineering, Finance, Operations, Human Resources, Customer Service, and Community Relations; ensures that services and operations are delivered in an efficient and effective manner; and also acts as principal advisor to the Board. The General Manager will ensure that all regulatory and contractual requirements are met, and provide administrative direction and oversight for all District functions and activities.

Knowledge of engineering is also critical for overseeing future investment in infrastructure improvements including, but not limited to, treatment facilities, sewer collection facilities, grounds, and buildings.

Essential functions may include, but are not limited to, the following:

- Plans, organizes, administers, coordinates, and evaluates, either directly or through subordinate management and supervisory staff, the work of the District in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the District Board of Directors.
- Oversees the preparation of capital and operational budgets for the District; authorizes, directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the District's financial conditions and needs to the Board of Directors.
- Consults with District legal counsel for all legal opinions concerning the District; consults with engineers for all the engineering required by the District; and communicates with regulatory agencies regarding the District's compliance with applicable laws and regulations.
- Assures compliance with all water quality and sewer and water system laws and regulations; and assures the District's legal compliance in all matters.
- Reviews all engineering plans, specifications, and contracts.
- Advises the Board of Directors on issues, programs, and financial status; directs development of proposals for action regarding current and future District needs;

- prepares and recommends plans for District service provision, capital improvements, and funding.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the District Board of Directors and the District; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
 - Oversees the selection, training, professional development, and work evaluation of District staff; oversees the implementation of effective employee relations and related programs; and provides policy guidance and interpretation to staff.
 - Oversees the maintenance of working and official District files.
 - Ensures that the Board of Directors is kept informed of District functions, activities, and financial status and of legal, social, and economic issues affecting District activities.
 - Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.
 - Prepares grant applications and maintains responsibility for the proper administration of grants received.
 - Performs other duties as assigned.

District Facilities

The General Manager oversees all operations and maintenance of District equipment and facilities, including, but not limited to:

1. Wastewater Treatment Facility and Collection System, which includes seven evaporation/percolation ponds.
2. District Office.
3. District Maintenance Shop.
4. Four Water Wells.
5. Fire Hydrants at various locations.
6. Chlorine Shed and Storage Building.

Qualifications

License/Certificate:

A minimum of Water Distribution Grade II and a Wastewater Grade I is required. A Water Distribution Grade II, Water Treatment Grade I, and Wastewater Grade II or higher certification is preferred. Applicant must also have a valid Class C Driver's License and must be insurable by the District's liability insurer.

Education and Experience:

Minimum of a High School Diploma required; Associate's Degree or higher preferred; at least three years of experience in management or administration, preferably in water and utility systems, or equivalent combination of education and experience in relevant fields.

Knowledge and Skill

Knowledge and skill should include, but is not limited to:

- Principles, practices, methods, technical requirements of water systems, wastewater systems and related facilities, and utility cost-of-service and ratemaking.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation; budget development and administration; and supervision of staff, either directly or through subordinate levels of supervision.
- Federal & State regulations governing water quality, treatment, and distribution.
- Principles, practices, and procedures of public administration, including administrative analysis, fiscal planning and control, policy and program development, and funding sources of a public District.
- Knowledge of engineering and construction principles applicable to the planning, design, and construction of sewer and water systems.
- Cost estimating and contract administration.
- Public personnel administration and employer-employee relations.
- Safety regulations and programs.
- Principles and practices of risk management.
- Desktop computer operation and standard applications software (e.g., Microsoft Office 365).
- Emergency response and administration.

Abilities

The ideal candidate will have the ability to:

- Plan, administer, coordinate, direct, and evaluate the functions, activities, and staff of the District.
- Work cooperatively with, provide staff support to, and implement the policies of the District Board of Directors.
- Develop and implement goals, objectives, policies, procedures, budgets, work standards, and internal controls.
- Oversee all District financial activities, including administering investments, the development and implementation of the District budget, and the control of all expenditures and purchases.
- Oversee all District engineering activities and capital improvement projects.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances. Effectively represent the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, and the media.

The General Manager will serve at the pleasure of the Board of Directors, and may be terminated without cause, provided that at the direction and with approval of the Board, the District may enter into an employment agreement with the General Manager providing specific terms and conditions relative to the General Manager's employment.

Benefits

The District offers an attractive benefits package which includes, but is not limited to: Medical Insurance; Dental Insurance; Individual Retirement Arrangement (IRA) Account; 13 Paid Holidays; Paid Time Off for Sick and Vacation Leave.

Applications

If you are interested in applying for the Arbuckle Public Utility District General Manager position, please electronically submit a cover letter, resume, and professional references to Ana Hass at A.Hass@arbucklepud.org.