



Southwest Licking Community Water & Sewer District

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JOB POSTING: General Manager

The Southwest Licking Community Water & Sewer District has an opening for a General Manager. Interested candidates should submit a resume and cover letter to Larry Kretzmann, President of the Board of Trustees.

PAY RANGE: dependent on experience and qualifications

JOB SUMMARY

This is a management position responsible for the daily operations and activities of the district, as well as the implementation of Board actions and initiatives.

ESSENTIAL JOB FUNCTIONS

- Attends and reports on significant district activities and actions.
- Reviews and recommends to the Board resolutions to customer complaints.
- Researches policy, account history, or any other information requested by the Board.
- Recommends policies or policy changes to the Board for consideration.
- Facilitates coordination between the Office Manager and all departments.
- Interviews and recommends employees for positions to be approved and authorized by the Board.
- Represents the district at local functions and participates in or on committees, organizations, and professional conferences.
- Coordinates and performs as lead presenter at district public information meetings.
- Responsible for the preparation of district information correspondence distributed by the district.
- Acts as district representative in supervising and coordinating the performance of consultants and/or contractors on facility and infrastructure improvement projects.
- Responsible for the preparation and review of associated legal, financial, and engineering documents.
- Acts as district representative and main contact for funding agencies and regulatory agencies regarding the financing and permitting of facility and infrastructure improvement projects.
- Reviews and approves construction plans and specifications for conformance with district requirements.
- Responsible for the preparation and presentation of all financial documents, capital improvement plans, construction and material specifications and standard drawings, policy and procedure amendments, funding applications, and the short-term and long-term planning of infrastructure and facility improvements.
- Ensures the adherence to the fiscal year operating budget.
- Reviews and approves all expenses.
- Acts as district representative with developers.
- Responsible for the execution and enforcement of developer agreements and determining the developer's method of connection to district facilities.
- Reviews all construction plans and specifications for conformance with district requirements.
- Consults with developers to facilitate continued rapid controlled growth in the area.
- Additional duties and support as required.

COMPETENCIES

- Detail-oriented, disciplined, accountable for results, and strong decision-making ability.
- Works well with others, great team player, and handles conflict/change with an open mind.
- Strong organizational and time-management skills, with the ability to prioritize tasks.
- Strong oral and written communication skills.
- Proficient in Microsoft Office applications, including Word, Excel, Outlook, etc.

MINIMUM QUALIFICATIONS

- Comprehensive knowledge of the principles, practices, and methodology required to effectively design, construct, operate, and maintain a centralized water and wastewater utility.
- A Bachelor's degree in Civil Engineering with a Professional Engineer's License in Ohio and a minimum of 7 years of experience in water and wastewater field; OR
- A High School diploma or equivalent and a Class III Water Supply License, a Class III Wastewater Worker's License, and 15 years of experience in water and wastewater field.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment, such as computers, phones, photocopiers, filing cabinets, and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

POSITION TYPE / EXPECTED HOURS OF WORK

This is a full-time position, and hours of work and days are Monday through Friday, **8:00am to 4:30pm** Hours are subject to change based on business needs.

To Apply: Please submit your resume and cover letter detailing your credentials, experience, and references via email or mail. Position will be posted through May 15, 2020 or until filled.

Mail: Southwest Licking Community Water and Sewer District
c/o Larry Kretzmann, President of the Board of Trustees
P.O. Box 215
Etna, OH 43018

Email: lkretzmann@swlcws.com

All submitted resumes will be reviewed and considered based on qualification and experience. The Southwest Licking Community Water and Sewer District reserves the right to determine if an applicant meets the essential qualifications of the open position. SWLCWSD is an Equal Opportunity Employer.