



IDYLLWILD WATER DISTRICT

JOB DESCRIPTION POSITION: GENERAL MANAGER

Description. Under the direction of the Board of Directors, is chief executive of the agency, responsible for all agency activities, including administration, public relations, personnel, design, construction, finance, operations, and maintenance; represents the Board's policies and programs with employees, community organizations and the general public; reviews budget requests and makes recommendations to the Board on final expenditure levels and does related work as required.

Examples of Duties.

- Plans, directs, and coordinates services, activities and operations of all facilities, equipment and projects.
- Knowledge of day-to-day maintenance, operations, structure, and function of water distribution Systems; and treatment System.
- Manages the selection, training, and supervision of all staff.
- Coordinates Districts activities with all regulatory agencies; ensures compliance with all state, local and federal laws.
- Confers with District Counsel and developers.
- Prepares, evaluates, and implements District budget; develops short- and long-term financial strategies; prepares Capital Improvement program; and plan long term Capital improvement.
- Provides legislative direction/advice to Board; works with Board in developing District priorities.
- Implements Board policies and directives and communicates them to the public.
- Serves as the principal spokesperson for the District; represents District at public and professional functions; oversees public information and public education program, and coordinates media relations;
- Monitors Districts infrastructure and rehabilitation; ensures Districts records are maintained.
- Develops, implements, and monitors programs/projects for District newsletter, customer service, knowledge about Wells, Water pipeline installation, water quality.
- Responds to public inquiries and complaints regarding water and wastewater maintenance issues.
- Ability to communicate and interact effectively with diverse individuals and with large groups of people with conflicting interests.
- Establish and maintain effective, pleasant, and cooperative working relationships with Board members, employees, officials, and the public.
- Supervise the maintenance, repair and/or replacement of fire hydrants, manholes, related street repairs, replacing water and sewer mains, water service taps, pumps, and valves.

General Requirements. Requires 7-10 years' experience in Water and Wastewater operations. And Combination of Education and Experience. Preferred state of California certification for water and wastewater.

Typical Physical Activities. Travels frequently by automobile in conducting District business; communicates orally with Board members, employees, and the public; regularly uses a telephone; uses office equipment such as computer terminals, copiers, and FAX machines; frequently visits the site of field construction and maintenance activities; sits for extended time periods; hearing and vision must be within normal range.

Special Requirement: Possession of an appropriate California operator's license issued by the Department of Motor Vehicles. Essential to obtain possession and proof of good driving record.

Benefits: The District offers the following benefits: Medical insurance for you and your family (HMO or PPO) Retirement: District will pay 10% of your monthly salary and will match up to 15% (Plan 457b plan). PTO (Paid Time Off) 14.66 Hours per month, two (2) personal days per year and 14 paid holidays. The district also offers Life Insurance, Disability Insurance, and Illness Insurance. The District does not participate in CalPers.

How to Apply: Please email your resumes to gm@idyllwildwater.com, or mail them to Idyllwild Water District ATTN: GM; P.O. Box 397 Idyllwild CA, 92549. Please call (951)659-2143 if you have any questions.