



## **DEPUTY GENERAL MANAGER**

Anticipated starting salary \$130,000.00 depending on qualifications and experience.

### **JOB DESCRIPTION:**

The Deputy General Manager (DGM) position is responsible for assisting in the management and operations of the District's water and wastewater facilities. Under general direction to manage, plan, schedule, and review activities related to the operations, maintenance, installation and repair of the District's water, sewer, and compost facilities. The DGM serves under the direction of the General Manager and serves as the GM in his absence. The DGM may direct the work of supervisors, operators, technicians, and maintenance personnel.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: General Manager
2. Directs: Water and Wastewater Superintendents and all Administrative personnel in the General Managers' absence.
3. Other: Works integrally with District employees and District customers and contractors. Reports to the Board of Directors upon request.

### **GENERAL REQUIRMENTS AND RESPONSIBILITIES:**

- ✓ Knowledge of processes and equipment involved in water and wastewater treatment.
- ✓ Plan, assess, direct, and evaluate plant operations and make recommendations for improvement.
- ✓ Monitor and maintain operations within the annual budget.
- ✓ Prepare detailed reports and make budget recommendations.
- ✓ Address employee complaints and resolve issues that may occur.
- ✓ Establish and maintain effective communications with all employees and administrative staff.
- ✓ Maintain effective relationships with Districts members as well as employees and the Board of Directors.
- ✓ Review plans and specifications for projects and make recommendations.
- ✓ Interview applicants, perform performance reviews, counsel and discipline employees.
- ✓ Carry out directives from the General Manager and any other duties that may be required.

## **SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES:**

- ✓ Interpret engineering plans and specifications; real estate documents and easements; professional documents, technical procedures, and governmental regulations.
- ✓ Analyze and interpret budgetary information and financial statements.
- ✓ Strong written and verbal communication skills to write detailed reports and business correspondence; deliver precise instructions to subordinates and make presentations to various groups including the Board of Directors, City Managers, customers and employees.
- ✓ Knowledge of Texas Commission on Environmental Quality Rules and Regulations pertaining to water and wastewater treatment and operations.
- ✓ Awareness of issues affecting water and wastewater supply and treatment
- ✓ Ability to use computer hardware and software.

## **FORMAL EDUCATION:**

- ✓ Bachelor's degree in public administration or civil/environmental engineering.
- ✓ A minimum of 5 years' experience in the water and wastewater utilities industries.
- ✓ A minimum of 5 years' experience in business development skills and administrative management.

## **CERTIFICATES AND LICENSES:**

- ✓ A Texas Professional Engineering License in Civil or Environmental Engineering is preferred.
- ✓ Consideration will be given to candidates with double "A" certification from the TCEQ.
- ✓ A Texas driver's license is required.

## **CONDITIONS OF EMPLOYMENT:**

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. Any District employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records,

NAME \_\_\_\_\_

DATE \_\_\_\_\_