

POSITION:	General Manager
DISTRICT:	Jackson County Public Water Supply District No. 1 (“District”)
LOCATION:	Grandview, Missouri

OVERVIEW OF DISTRICT

The District is a political subdivision of the State of Missouri, formed under Chapter 247 of the Missouri Statutes. It is governed by a five (5) member publicly elected Board of Directors. The District is a distribution system with 8,900 +/- Service Connections and does not produce finished water. It has been distributing purchased water to the Grandview, Missouri area since 1935. Every day the area’s 25,000 residents and local businesses rely on the District to provide fresh, clean water on demand for domestic and commercial use, and fire protection.

OVERVIEW OF POSITION

The District Manager is hired by and reports to the District Board of Directors. The Manager serves, under the general supervision of the Board, as the chief operating officer of the District, performing a variety of skilled, technical, supervisory, and administrative work in the planning, construction, operation, repair and maintenance, of the District’s water distribution system. The District Manager shall be qualified by temperament, training and practical experience to manage the day-to-day operation of the District, in all of its aspects.

SCOPE OF WORK:

Overall management of system including—

- Financial planning for both Capital Projects, when needed, and ongoing maintenance of the distribution system.
- Determination and recommendation of rates for services necessary to achieve the District’s Goals.
- Operational planning to anticipate the need for expansion and upgrade of distribution facilities.
- Operational planning for current maintenance, repair and replacement of facilities.
- Supervisory authority over all of the District’s Employees, including but not limited to its Treasurer, Budget Officer, Customer Service Manager, Field Services Manager and Maintenance Crew and Administrative Personnel.
- Ensuring compliance with State and Federal Regulations applicable to a Water Distribution System.

QUALIFICATIONS:

- High School Diploma
- Five to seven years of management experience relating to the construction, repair, operation and maintenance of water distribution systems including the operation of related maintenance equipment and machinery.
- Valid Missouri DS-III Water Operator Certification (Current or obtained within 6 Months of Hire) is required.
- Valid Missouri State Class A CDL drivers’ license (Current or obtained within 6 Months of Hire).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implementation of policies established by the Board of Directors.
- Make recommendations concerning amendments to policy or new policy initiatives for consideration by the Board of Directors for its consideration, as the need arises.
- Maintaining a satisfactory relationship with the District's water supplier and, subject to the approval of the Board of Directors, negotiating any and all contracts between the District and its supplier.
- Timely compliance with regulatory requirements for (a) water testing and the filing of reports regarding testing and (b) the construction or condition of water distribution and storage facilities.
- Monitor compliance by employees with any requirements for certification established by law or District Policy.
- Make recommendations to the Board of Directors regarding the hiring and retention of professional personnel and firms.
- Oversee the Budget Officer's preparation of the District budget and assist the Budget Officer in obtaining necessary information for the formulation of the budget.
- Oversee payment of the District's routine bills which, according to District policy may be paid without preauthorization by the Board of Directors.
- Manage the selection, training, and supervision of entire staff.
- Recommend actions related to hiring, advancement, or other changes in employee status.
- Subject to ratification by the Board of Directors, take disciplinary action, up to and including termination, with respect to any employee who fails to perform his or her duties in accordance with District policies and the Manager's directions.
- Supervise the purchase and use of all materials, supplies and equipment used in the maintenance, construction and repair of the distribution system and other district facilities.
- Work with the District's insurance agents to obtain and evaluate proposals received for placement of all of the District's insurance coverages and make recommendations to the Board of Directors regarding the selection of insurance carriers.
- Prepare specifications for the purchase of any item for which District policy requires the solicitation of written proposals from qualified vendors.
- Supervise and assign their duties to employees performing work for the District.
- Establish work schedules for all District employees, amend such schedules to accommodate the needs of the District.
- Subject to ratification by the Board of Directors, hire all District employees to fill a position or positions authorized by the Board of Directors.
- Supervise, and be possessed of an understanding of, all billing, financial and accounting procedures and transactions to see that they are accomplished properly in

accordance with the law and the relevant policies and procedures of the District.

- Monitor the adoption of State and Federal regulations and developing industry trends affecting water distribution as necessary to define goals and objectives for the District's distribution system.
- Recommend such projects or policies as are necessary to prevent the deterioration of the District's distribution system to a point where it is unable to meet our community's needs or experiences excessive leakage or where such deterioration requires an excess of maintenance work to remain able to meet community needs.
- Address and respond to customer complaints and inquiries.
- Instruct District personnel in good customer relations habits and reprimand employees who respond to customers in an unsatisfactory manner.
- Review development plans and plats submitted to the City of Grandview for compliance with the relevant policies and standards of the District and respond to the appropriate City officials with comments on needed changes in such plans or plats.
- Prepare reports on system data and performance as requested by the Board of Directors.
- Maintain contact with District's attorney, accountant, and engineer to insure all work and any action of the District meets required standards.
- Performs other duties as assigned by the District's Board of Directors.
- Prepare a monthly Management Report for submission to the Board of Directors.
- Prepare the Agenda for monthly meetings of the Board of Directors.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of equipment, facilities, materials, methods, and procedures used in the operation of water distribution systems. Considerable knowledge of pump station operation and maintenance also considerable knowledge of water pipe installation and repair.
- Ability to guide, direct and motivate employees; to organize and supervise the activities of construction and maintenance work. The ability to communicate effectively, verbally and in writing. Also, the ability to establish and maintain effective working relationships with employees, the public and other districts.
- Ability to communicate and interact effectively both with diverse individuals and with large groups of people with conflicting interests.
- Ability to plan, organize, schedule, and coordinate activities and set priorities under changing conditions.
- Ability to establish and maintain effective, pleasant and cooperative working relationships with Board members, employees, City of Grandview officials and the

general public.

- Ability to supervise, motivate, inspect and evaluate the work of employees and outside contractors

DESIRED SKILLS:

Familiarity with Microsoft Word, Excel and Outlook

COMPENSATION

Commensurate with qualifications and experience

DISTRICT BENEFITS

The District provides its employees with

Vacation and sick leave benefits

A Defined Benefit Pension Plan

Health and Dental Insurance

SEND RESUME AND DIRECT ANY INQUIRIES TO:

Perry L. Thomas, District Manager

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Grandview, Missouri 64030

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