

General Manager of the Eufaula Water Works & Sewer Board

Eufaula, Alabama

Deadline: Open until filled.

The Water Works & Sewer Board of the City of Eufaula, Alabama is currently seeking to fill our full-time position for the General Manager of Water Works & Sewer Board of the City of Eufaula, Alabama. This is a management level position class that plans, organizes, manages and reviews the work of employees engaged in the installation, repair, and operation of water and wastewater facilities, including the wastewater treatment plant and maintenance of water and sanitary sewer mains, fire hydrants, meters, pumps, tanks, wells and lift stations within the Water Works & Sewer Board. Develops agency finances including developing and implementing short and long-range strategic plans and goals. This position oversees supervisory staff of the divisions and reports directly to the Water Works & Sewer Board. It is distinguished from the supervisor class by its managerial responsibility. This is accomplished by the ability to perform the following essential job functions:

- Coordinates, supervises, and manages agency employees responsible for the installation, maintenance, repair, and operation of the water and sewer system.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures.
- Hires, trains, assigns, schedules, directs, supervises, evaluates, and disciplines organization personnel.
- Develops and manages agency operating and capital budgets; manages expenditures; negotiates contracts and purchases; signs checks; procures and recommends the approval of grant funds, bond funds, and other financial instruments.
- Develops and implements short and long-range strategic plans and goals.
- Resolves customer complaints, questions, and concerns.
- Participates in press conferences; composes and publishes press releases.
- Researches, compiles, and recommends rates and policies for Board approval.
- Negotiates, procures, and administers contracts for products and services.
- Reviews, compiles and approves Board meeting agenda packets; participates in all board meetings.
- Serves as agency liaison to a variety of external organizations, including state and federal agencies.
- Ensures the maintenance of agency files and records.
- Performs related duties.

Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the agency in order to direct and coordinate work within the agency, usually interpreted to require five years of related experience. A bachelor's degree in Civil Engineering or a related field can substitute for half of the required experience. Candidates must have a demonstrated track record of successfully managing individuals and multiple projects. Must demonstrate a strong background of improving processes for efficiency and quality and holding staff members accountable for results. Candidates with supervisory experience in more than one area are preferred.

A valid driver's license is required and must be maintained. Must have the ability to travel away from home overnight for meetings and to work nights or weekends as required.

The Water Works & Sewer Board of the City of Eufaula, Alabama offers an excellent benefits package. Applicant must satisfactorily pass a background investigation and pre-employment screening after receiving conditional offer of employment.

Completed applications may be emailed to jspitzer@eufaulawaterworks.com or mailed to the Water Works & Sewer Board of the City of Eufaula, Executive Assistant, at P.O. Box 26, Eufaula, AL 36027, or may be dropped off at 840 W. Washington Street in Eufaula.

The Water Works & Sewer Board of the City of Eufaula, Alabama is an Equal Opportunity Employer and is E-Verify compliant.

EUFAULA WATER WORKS & SEWER BOARD

GENERAL MANAGER

The Water Works and Sewer Board of the City of Eufaula is seeking a strong leader to assume the position of General Manager.

Under the direction of the Board, the General Manager is responsible for the operation and performance of Board operations in the distribution of water and collection of wastewater.

Qualifications: The successful candidate will have extensive knowledge and experience in wastewater and/or water systems with a minimum of 5 years in a supervisory capacity. Experience **in strategic planning including** developing and managing a **capital** budget preferred. **Experience in the procurement and approval of grant funds, bond funds, and other financial instruments is necessary.**

Must possess a valid driver's license with good driving record; ability to travel away from home overnight for meetings and to work nights or weekends as required.

Submit letter of interest and resume to: Human Resource/Risk Manager
P.O. Box 219
Eufaula, AL 36072

Position will remain open until _____.

The **Water Works & Sewer Board of the** City of Eufaula is an Equal Opportunity Employer