



BEULAH

EST.

1975

UTILITIES DISTRICT

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Job Classification	Water Manager
FLSA Designation	Exempt
Pay Grade	Salary \$65,000 - \$75,000
Effective Date	May 31st, 2024

General Statement of Duties

The principal function of the Water Manager is to coordinate activities in accordance with general policies and procedures established by the District Manager and the Board of Directors to maintain the Districts system while also preparing for future growth in the system. The Water Manager must have the ability to supervise both office staff and field staff of the Water Department. The Water Manager is responsible for the preparation and monitoring of the Department budget, preparation and implementation of policy and procedure. An employee in this class must also possess the ability and willingness to perform the duties of **ALL** other employees in the Water Department as required or as assigned by supervisory personnel and must be able to work independently when performing certain duties. The nature of the work performed requires that the Water Manager too establish and maintain effective working relationships with local elected officials, state and local organizations/ groups, other District Departments, all other District employees, and District customers.

Examples of Essential duties and responsibilities (Illustrative Only)

- Exercises considerable judgement in determining work assignment priorities in use of equipment and use of manpower; modifies methods, procedures and priorities to meet changing conditions and determines materials equipment needed to complete jobs.
- Ensures that work is conducted in compliance with safety standards and regulations.
- Reviews work of subordinates and crews and progress performance with constructions, timeliness and safety.
- Continuously inspects work in progress with performance to plan and instructions.
- Knowledge of public works such as planning, design, maintenance, and construction.
- Knowledge of the principles of budget preparation and expenditure control.
- Knowledge of applicable federal, state, and local laws and regulations pertaining to public works and utility functions.
- Knowledge of the principles of effective management skills.
- Ability to analyze, evaluate, and implement public works and utility programs/projects.
- Strong communication skills.
- Knowledge of safe work practices.
- Ability to plan, organize and direct the work of all Water Department personnel.

- Ability to analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions.
- Ability to prepare and create clear and comprehensive written reports.
- Experience in evaluating and training staff.
- Performs other related duties as directed.
- Schedules, reviews, performs, and maintains records of serviced vehicles and/or equipment as well as the daily implementation of the preventive maintenance program.
- Responsible for the requisition of parts and supplies used in repair of equipment and maintains adequate inventory of necessary parts.

Required Knowledge, Skills and Abilities

- Methods, practices, tools, materials, and equipment associated with the management of a water system.
- Book and record keeping(non-financial)
- Ability to read water maps to determine location and size of mains and other associated system components.
- Safe use and care of tools and equipment used in the operations of a water system.
- Trouble shooting components of a water system.
- Understand and carry out oral and written instructions.
- Ability to add, subtract, multiply and divide.
- Communicate effectively orally and in writing.
- Adjust to a variety of job assignments.
- Establish and maintain effective working relationships with the public and associate personnel.
- Fulfill physical requirements of work assignments to include lifting 50 pounds or less, performance of manual labor and performing work assignments with the use of various hand and power tools in cramped and confined spaces.

Acceptable Experience and Training

- Any experience in water and sewer system operations, meter reading, constructing pipelines, meter maintenance or change out, customer service or utility work helpful.
- Must possess 5+ years of progressive supervisory experience

Required Special Qualifications

- Possess Class 1 Water Distribution certification for the State of Alabama.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during normal daily activities and emergency situations which may involve a high degree of noise.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate construction/maintenance equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in the operation and maintenance of a public water/sewer utility system.
- Must be able to lift 50 pounds or more.
- Must be able to walk, squat, kneel, bend, and climb.