

General Manager
Guin Water Works & Sewer
guinalwaterworks@gmail.com 205-468-3835

Deadline: Open until filled.

This position is responsible for the planning, management, coordination of all departments and employees of Guin Water Works & Sewer, and direction of all activities relating to the maintenance and operation of the water and sewer systems as well as related natural resources and environmental stewardship activities.

Required Qualifications

- **Management Experience**
- **One year to obtain a Grade I water certification, 5 years to obtain a Grade II sewer certification and a Grade IV water certification.**
- **Excellent communication and interpersonal skills**
- **Ability to work effectively in a team environment**
- **Ability to manage large and complex projects**
- **Valid Driver's License**

Duties and Responsibilities

- **Manage the maintenance and operation of the water and sewer systems to ensure effective operations and cohesive work atmosphere for all personnel.**
- **Responsible for leading the team of workers in the maintenance and repair of water and sewer systems, quality control and safety compliance.**
- **Plan and direct short and long-term projects for water and sewer systems.**
- **Monitor the water and sewer systems operations to ensure proper quality and efficient operation.**
- **Oversee the preparation and updating of systems plans, records and reports.**
- **Develop, implement, and enforce system safety and engineering procedures.**
- **Ensure compliance with applicable codes, regulations, and standards.**
- **Prepare and administer departmental budget.**
- **Responsible for personnel management and training, including setting of performance standards and evaluation activities.**
- **Review and approve all requests for change by contractors.**
- **Monitor and decide if modifications or repairs are required for efficient operation.**
- **Investigate and review customer complaints.**
- **Coordinate the programming and implementation of the computer systems for controlling and monitoring the water and sewer systems.**
- **Supervise the work of project personnel**
- **Evaluate plans and costs for construction and improvement projects.**
- **Ensure that projects are executed in accordance with project specification, budget and schedule.**