

## JOB DESCRIPTION

JOB TITLE: Executive Director

### GENERAL DESCRIPTION OF WORK:

Responsible for the day-to-day supervision and management of the Heard County Water & Sewer Authority. Ensures that water and wastewater facilities and systems are operated and maintained efficiently and in accordance with federal, state and local standards and regulations. -

Provides professional and technical staff support, and assistance to the Board; coordinates all Authority activities with Federal, State, County, local and private agencies. Performs additional duties as required.

### UNDER SUPERVISION:

The Director is supervised by the Board of Directors

### ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required or assigned by the Board of Directors

- Manages company personnel to ensure that all water and wastewater facilities are operated, repaired and maintained efficiently and effectively and in a manner to comply with all federal and state standards, permit conditions, and rules and regulations.
- Develops, recommends, implements and updates standard operating procedures to economize operations in the repair and maintenance of facilities while increasing productivity.
- Develops, recommends and implements procedures to increase productivity and efficiency of personnel and facilities.
- Monitors Utility's services contracts to ensure compliance and effective performance.
- Conducts studies and oversees the implementation of mandated environmental reports such as water audits, leak detection surveys, backflow cross/connection plan and water quality reports.
- Recommends and oversees the implementation of the authorities annual work plan and projects plans for water and wastewater facilities and systems.
- Oversees dissemination, accountability and the proper stockage level for equipment, materials, supplies, and vehicles.
- Prepares and coordinates the permitting and re-permitting of water and wastewater facilities. - Ensures permit conditions are complied with.
- Coordinates the modification and improvement of facilities and systems to increase efficiency while reducing operating costs.
- Oversees loss control and prevention, safety programs, and organizational training and cross-training to increase technical skills and knowledge to result in increased productivity and performance.
- Ensures that customer complaints and inquiries are resolved quickly and effectively
- Recommends and implements effective programs for enhancing the public image of the Utility.

- Represents the utility before public meetings and groups.
- Promotes a good public image of the Authority.-
- Coordinates with the Board of Directors in the preparation of budgets to ensure adequate funding for projects, capital improvements, and renewal and replacement.

ESSENTIAL JOB FUNCTIONS:

- Manages budget expenditures to ensure sufficiency of funds.
- Prepares complex reports, studies, and correspondence for the expansion and improvement of water and wastewater facilities and systems. Implements appropriate corrective action.
- Reviews, verifies and submits operating and other reports to appropriate regulatory agencies and departments on a timely basis.
- Coordinates technical bid specification preparation, review and processing. Attends bid openings, evaluates bids and provides bid recommendation.
- Reviews plans and technical specifications for water and wastewater facilities and system's expansion and modification.

MINIMUM QUALIFICATIONS:

KNOWLEDGE AND ABILITIES

- Knowledge of all phases of managing water production, storage treatment, and transmission; and wastewater collection, treatment, and disposal to include expansion of systems, permitting, repair, maintenance, and operations.
- Knowledge of state and federal regulatory standards and rules and regulations pertaining to permitting, operating and maintaining water and wastewater facilities.
- Knowledge of management practices and techniques to achieve cost savings and to maximize production and efficiency of personnel and equipment.
- Knowledge of systems and facilities repair and construction techniques.
- Knowledge of safety practices.
- Skill in maximizing personnel and equipment productivity.
- Skill in communicating with others, both orally and in writing.
- Skill in short and long-range utilities planning.
- Ability to quickly organize and manage personnel and equipment resources in all situations.
- Ability to interact with city/county employees, elected officials, the news media, and the public.
- Ability to motivate employees to optimize safety and efficiency.
- Ability to identify equipment and personnel problems and to implement appropriate corrective action quickly and efficiently.
- Ability to work independently and to use good judgment in all situations.
- Ability to read, understand and comprehend complex engineering drawings, plans and specifications.
- Ability to develop written standard operating procedures and guidelines.
- Ability to make management decisions quickly, appropriately and effectively.
- Ability to use a computer, calculator, copier, scanner, and facsimile.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent.
- Bachelor degree in Business Administration, Management or related field preferred.
- Experience in the maintenance, repair and operation of a water/wastewater utility. Five (5) years of supervisory experience preferred.

LICENSES, CERTIFICATIONS OR REGISTRATIONS REQUIRED

Valid class C Georgia driver's license

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DESIRED QUALIFICATIONS

Class III water treatment and Class III wastewater treatment license issued by the state of Georgia.

Other: Must maintain a telephone for emergency contact.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to use both hands and fingers for typing, walking, bending and crawling. Driving and the operation of a vehicle to provide transportation between job sites is a requirement. The work is typically performed while sitting at a desk or table, or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must distinguish between shades of color.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate both orally and in writing.

Environmental Conditions: Essential functions are performed inside and alone. Other functions may be performed outside as well as other venues.

MARGINAL/SECONDARY JOB FUNCTIONS:

In case of emergency or crisis situation (tornado, flood, etc.), position is required to respond/perform recovery/repair duties.

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