



7500 Schmidt Lane  
El Cerrito, CA 94530  
(510) 524-4668

Approved By: District Manager  
Date: 8/23/2018

## **JOB DESCRIPTION**

### **DISTRICT MANAGER**

#### **DEFINITION**

Under general supervision of the Board of Directors. The District Manager is responsible to plan, direct, administer all technical, financial, and legal aspects of the District. This position will implement and report on goals, objective, policies, budgets, procedures, and work standards to the Board. Position requires employee to be on call seven day per week, 24 hours per day. The position requires a valid Class C California Driver's License.

#### **SUPERVISION EXERCISED**

Manages three subordinate supervisors who supervise a total of seven employees in three District departments. Responsible for the overall direction, coordination and evaluation of these departments. Responsibilities include interviewing, hiring and training employee, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems. Carries supervisory responsibilities in accordance with the District's policies, procedures, and applicable laws.

#### **IMPORTANT AND ESSENTIAL DUTIES**

- Plan, organize, coordinate and administer all District functions and activities either directly or through staff.
- Prepare reports, analysis and recommendations to Board of Directors for development of goals, objectives and policies.
- Administer and report on approved Board policies and actions.
- Develop and implement management systems, procedures and standards ensuring that the District is in compliance with all legal and regulatory requirements.
- Provide direction and oversee District staff.
- Represent the District in contacts with various governmental agencies, attorneys, consultants and the general public.
- Oversee Engineering department to make sure planning, designing and implementing engineering changes or enhancement to sanitary facilities.
- Oversee District's maintenance department.
- Oversee District's financial activities.

#### **OTHER JOB RELATED DUTIES**

- Prepare and/or review technical reports.
- Perform rate analyses.
- Invest District funds
- Develop District annual budget.
- Interface with outside financial consultants.
- Establish positive working relationships with the other agencies and the public.
- Perform other related duties as required.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

- Safe work practices, occupational hazards and standard safety procedures.
- Operating characteristics of tools and equipment used in collection system maintenance and repair.
- Methods, principles, practices and materials used in collection system maintenance and repair.

##### **Skill to:**

- Communicate clearly and concisely, both orally and in writing.
- Operate a motor vehicle safely.

**Ability to:**

- Deal tactfully with the public and others in providing information, answering questions and providing customer service.
- Understand and interpret maps and drawings.
- Understand, and follow posted work rules and procedures; understand and follow written and verbal instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:** Civil Engineer with ten (10) years' experience, preferably in civil engineering specializing in the water or waste water field. Five years supervisory experience, budget development, collection system operation principles, financial management and laws and regulations governing administration of sanitary districts.

**Education:** Equivalent to a bachelor's degree from an accredited college or university.

**Licenses and Certifications:** Registered as a Professional Civil Engineer in the State of California. Valid California class "C" driver's license and compliance with Stege driving standards. Continued maintenance of the valid Class C California Driver's License, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle / District vehicle in accordance with the terms and conditions of the District's insurance program, are conditions of continuing employment.

**PHYSICAL DEMANDS / WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to move about, position self at varying heights, and remain stationary in office and field; operate and use equipment; ascend/descend ladders; observe and detect conditions; communicate and exchange information; stand on paved streets or inclines, sit, walk, squat, reach, and twist; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must occasionally move and position objects, such as full storage boxes, weighing up to 30 pounds. Incumbents must ascend/descend ladders and work at heights. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Additionally, the employee is frequently exposed to outside weather conditions. In addition, employees are occasionally exposed to power and noise producing tools and equipment, drive motorized vehicles and work in heavy traffic conditions. The noise level in the work environment can be loud.