

# Heber Valley Special Service District

## District Manager Job Description

Job Title: <b>District Manager</b>	FSLA Status: <b>Exempt</b>
Reports to: <b>Administrative Control Board, (Board)</b>	Status: <b>Full-time</b>
Department: <b>Administration</b>	Salary Range: <b>\$130K to \$170K</b>
Effective Date: <b>November 1, 2023</b>	Benefits Eligible: <b>Yes</b>

### **History**

Heber Valley Special Service District is advertising for a District Manager. Heber Valley Special Service District was established in 1978. The sewer reclamation facility serves a large portion of the Heber Valley. A 2.3 MGD sewer lagoon system and a 400 acre farm disposal site came online in 1980, with a 2.0 MGD mechanical plant designed by Aqua Engineering coming online in 2013. Interested applicants should submit their resume to Janet at the following email address [jcarson@hvssd.org](mailto:jcarson@hvssd.org). The deadline for submitting an application and resume is November 30, 2023.

### **Purpose of Position**

Overall responsibility for the District Manager is directing the operation of the Water Reclamation Facility to ensure compliance with state statutes, District goals, policies, resolutions, and applicable governmental regulations to support high quality, cost-effective and dependable sewer service. Implements and adheres to the Board's adopted policies and procedures.

### **Essential Duties and Responsibilities**

- Directs, manages and coordinates all District operations, staff, facilities, programs, projects and planning of existing and future services.
- Coordinates and oversees the activities of the District's consultants, engineers, attorneys and financial advisors.
- Signs District contracts and agreements which do not require specific signatures of the Board.
- Oversees and implements financial controls and reporting requirements.
- Supervises and coordinates the preparation and presentation of the annual District budget, including capital and extraordinary expenditures.
- Provides recommendations to the Board regarding personnel actions, including hiring of new employees, formal disciplinary actions, and separations
- Identifies and communicates to the Board all District needs for repairs, replacements and capital improvements.
- Directs development and implementation of short-and long-term plans for maintenance and operations
- Directly manages office staff; oversees all personnel, administration, and consultants.
- Reviews and makes recommendations concerning rate revisions and bond refinancing.
- Coordinates and directs preparation of the sewer system Comprehensive Plans.
- Conducts and oversees public relations.
- Attends District Board Meetings and provides information and recommendations to the Board.

- Represents the District on interagency issues, both agency to agency and agency association levels.
- Ensures that emergency preparedness plans, activities, procedures, and drills are established and practiced in order to support delivery of critical resources in the event of an emergency or disaster.
- Addresses and tries to professionally resolve all customer issues as necessary.
- Performs other duties as needed or assigned by the Board.

**Minimum Qualifications:**

General knowledge of:

- Principles and practices of management, design, construction and operation of a public sewer district.
- Public finance.
- Organization, rules, regulations and processes of regulatory agencies.
- Project management and controls.
- Fiscal and budget principals, practices, and procedures.
- Human resources and organizational management;
- Federal, state, and local laws, regulations, ordinances, policies, procedures, practices related to sewer operations and Utah statutes/regulation for Special Service District.
- Utah Level III wastewater operator or higher (or need this classification in 180 days)

**Ability to:**

- Make critical decisions involving work assignments, staffing priorities, objectives and District operations.
- Interpret and apply District policies and procedures.
- Supervise and evaluate management, professional, and administrative staff.
- Train and develop competent employees.
- Comprehend construction plans, specifications and maps.
- Negotiate contracts.
- Build and maintain strong, positive working relationships with Board, District staff, consultants, and other agencies.
- Provide testimony at public hearings and trials.
- Make effective public presentations.
- Efficiently use computer and related software applications.
- Establish and maintain effective working relationships with consultants and staff at all organizational levels, District customers and the public.
- Understand and follow verbal and written directions.
- Communicate effectively, both orally and in writing

**Minimum Experience/Education:**

Bachelor's degree with six (6) years' job-related experience, or ten (10) years' job related experience with an education, including in-depth exposure to all aspects of public works administration and extensive supervisory experience.

**Physical Requirements:**

This job typically requires sitting, balancing, reaching, standing, walking (including construction sites), driving automobiles, speaking, listening, writing, reading, and computer utilization.

**Residency Requirement:**

Within six months of hire, this position requires successful applicant to establish residency within a 30 minute travel time to the treatment plant.

**Work Environment:**

Duties are performed in an office environment with travel to meetings, conferences and to District facilities and construction projects. The facility operates 24 hours a day.

**Evaluation:**

For the first two years the General Manager will be evaluated every six months by the Board. After two years the Board reviews will be annually.

**AAP/EEO Statement:**

HVSSD is an equal opportunity employer. We prohibit unlawful discrimination against applicants or employees in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age 40 or over, disability, sexual orientation, gender identity, military status, genetic information, or any other class or expression protected by applicable state or local law.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice at the direction of the Board.

Applicants signature below constitutes applicants understanding of the above job description. By signing applicant indicates that he/she understands that the job description is subject to change by the Board, with or without notice depending on the business needs of HVSSD. Applicant also understands that his/her employment with HVSSD is "at-will." This means that both employee and HVSSD may terminate employment at any time, with or without notice, for any reason.

Employee \_\_\_\_\_ Date \_\_\_\_\_