

GENERAL MANAGER



The Big Sky County Water & Sewer District (District) is a special purpose unit of government organized to regulate the water and sewer systems in beautiful Big Sky, Montana. The District is seeking a highly motivated person to join our team as General Manager. The General Manager will be responsible for managing and directing the operation of the District to ensure compliance with state statutes, District goals, and governmental regulations to support high quality, cost-effective, and reliable water and sewer services. This position reports to the District Board of Directors and supervises the Water Superintendent, Wastewater Superintendent, Water and Wastewater Operators, Financial Officer, and Administrative Assistant.

Responsibilities

- Directs, manages, and coordinates District activities related to operations, staff, facilities, programs, projects, and planning of existing and future services
- Ensures that District systems are in working condition and meet all federal, state, and local standards and requirements
- Coordinates and oversees the activities of the District's consultants, engineers, legal counsel, and financial advisors
- Signs District contracts and agreements which do not require specific signatures of the Board of Directors
- 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
- Supervises and coordinates the preparation and presentation of the annual District budget
- Reviews and makes recommendations concerning rate revisions and bond refinancing
- Participates in District Board meetings and provides information and recommendations
- Represents the District on interagency issues
- Resolves escalated customer issues as necessary
- Performs other duties as needed or assigned by the Board

Minimum Qualifications

General knowledge of:

- Practices and principles of management, design, construction, and operation of a public water and sewer district, including a working knowledge of water production, treatment, and distribution and sewer collection and treatment, as well as the operation, maintenance, and planning for these systems
- Public finance and fiscal and budget principals, practices, and procedures
- Organization, rules, regulations, and processes of regulatory agencies
- Federal, state, and local laws, regulations, ordinances, policies, procedures, and practices related to water and sewer operations

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
- Complete ongoing and continuing educations as it relates to water and sewer systems, safety, regulation compliances, interlocal contracts, and various "good of the District" management issues
- Negotiate contracts
- Build and maintain strong, positive working relationships with the Board, District staff, community agencies, consultants, District customers, and the public
- Efficiently use computer and related software applications

Experience/Education

- Bachelor's degree in a business, engineering, or related field and supervisory experience and familiarity with water distribution/sewer collection and treatment

Other

- Excellent benefits including full medical and dental coverage, paid vacation and sick leave, participation in Montana Public Employee Retirement System, and a work vehicle

Send Cover Letter and Resume to wsd363jobs@gmail.com with "General Manager"

- A valid Montana State driver's license