

## Wellborn Special Utility District

### Job Description

#### Assistant General Manager

##### Reporting:

This position reports to the General Manager (GM) of the Wellborn Special Utility District (WSUD).

##### Position Qualifications:

###### Educational:

This position requires a college degree preferably in the field of engineering or engineering technology but a degree in Science (chemistry, biology, physics), Business Administration, or Public Administration would be considered along with related industry experience.

###### Professional:

- Has demonstrated leadership skills such as prior military, work, and school in leadership roles
- Has demonstrated an excellent work ethic and the ability to get along with people
- Excellent computer skills (Microsoft Office)
- Excellent communication and presentation skills both verbal and written
- Knowledge of principles and practice of engineering skills pertaining to operation and maintenance of municipal water systems
- Has basic knowledge of water chemistry and treatment for drinking water systems

##### Job Responsibilities:

- Under the direction of GM, this position will assist the GM in day to day managerial and operational duties. It is expected that this position will become qualified to fulfill the GM's job duties in his absence such as during the GM's vacation.
- Represent the GM in assigned projects requiring interaction with the Board of Directors which could include any aspect of the planning, directing, and managing the functions required in overseeing the operation of WSUD.
- Complete any and all assignments in the operation and maintenance of WSUD water system.
- Leadership and managerial roles as assigned

**Job Duties:**

- Assist the GM as assigned in development and administration of WSUD budgets and other financial issues related to WSUD
- Create budget requests for necessary O&M and capital with written documentation and justification
- Review operations, maintenance practices, and programmed preventative maintenance work conducted by WSUD in order to consider process improvements and make written recommendations to GM.
- Responsible for safety training of WSUD employees and implementation of safety culture among employees
- Attend assigned educational seminars
- Use engineering skills in this position to offset use of System engineer in cases such as test studies, equipment performance evaluation, data collection, and pilot studies. Work with manufacturer's representative to develop and conduct needed activities.
- Responsible for operation and function of SCADA system
- Support WSUD engineer and attorney as assigned
- Perform other duties that may be assigned

**Ability To:**

- Assimilate new technologies, quality requirements, and treatment methods for use by WSUD
- Employ critical thinking and offer sound alternatives and solutions
- Multitask, prioritize, and delegate
- Perform a broad range of supervisory responsibilities
- Communicate clearly and completely with individuals and groups both orally and in writing
- Maintain comprehensive work records and documents
- Develop and maintain cooperation with employees, members of industry agencies, local entities, and media

**Physical Requirements:**

- Able to work for extended periods in hot environments
- Able to lift 20 pounds
- Able to operate automobile and pickup truck safely

**Additional Requirements:**

- Must possess a valid driver's license