

LANGLOIS WATER DISTRICT JOB DESCRIPTION

Job Title: District Manager/ Direct Responsible Charge (DRC) 15 April 2021

Veterans Preference

Salary Range: (26,000 – 36,000 +) Actual Salary will be Based on Experience, Community size and Certification Levels; Determined by Langlois Water District (LWD) Board of Directors

Reports to: LWD Board of Directors

Fair Labor Standards Act (FLSA): Exempt

Position Type: Salary, Regular

Revision Date; 11 April 2018

POSITION SUMMARY

This position is for a District Manager (DM) and Direct Responsible Charge (DRC) who is responsible for primary water and office operations, certification, regulatory compliance and staff supervision entailing all aspects and operation, maintenance and administration of the Langlois Water District. Components of the system include raw H₂O intake (Flores Creed), treatment facilities, reservoir and the distribution system.

Langlois Water district serves a small unincorporated community maintaining 115-120 accounts. The district employees 2-3 other employee's depending on need and seasonal requirements. Work hours are determined by the District Manager who ensures all requirements are completed and within compliance and high standards. This is a salary, exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITES

Successful performance of this position requires the DM to be able to complete the following tasks in a satisfactory manner. The task listed below are representative and are not all inclusive of the required functions of this position. The individual fulfilling this position must have the ability to perform these and similar tasks. Reasonable accommodations may be made to ensure that a skilled individual with disabilities will be able to perform the tasks and carry out all the responsibilities of this position.

- Performs daily operations necessary to run the water intake, treatment and distribution systems to ensure quality treated water for a small district of less than 125.
- Performs all required tasks, reporting, certification and continued education to maintain Direct Responsibility (DRC) Charge status.
- Follows daily, weekly, monthly, quarterly and annual tasks and procedures as described in the LWD operations and maintenance manuals and as required by State and Federal regulation requirements.
- Attends all LWD Board meetings and reports status and issues as required.
- Attends all public meetings and serves as the LWD representative involving areas of concern or relevance.
- Serves as a liaison between the LWD and local Fire Departments, attends meetings as required.
- Hires, trains and supervises all LWD employees.

- Maintains all records according to LWD policy and State/Federal law.
- Delegates and supervises reading water meters and ensures validation as required.
- Performs billing, collection, validation and orchestrations of all customer billing accounts to include deposits and monies to ensure proper safeguards are in place. Is responsible to ensure accuracy and fiscal integrity is not compromised.
- Ensures that the appropriate and current customer forms are complete and accessible according to LWD policy.
- Performs connect and disconnect services for customers as needed according to LWD policy.
- Maintains accuracy and confidentiality of records and information regarding potential customers, current customers and former customers always, during and after term of employment with the LWD.
- Maintains separation of fiduciary duties, delegates separate financial function of the District to select employees, contracted bookkeeper or financial firm.
- Maintains financial records, vendor accounts and all documentation pertaining to the financial aspects of the LWD.
- Performs all necessary water testing and submission/filing of required documentation.
- Maintains, repairs, replaces and expands all components of the intake, treatment, reservoir and distribution systems as needed.
- Operates all equipment skillfully and safely.
- Performs preventative maintenance on all system components as required.
- Ensures compliance of OSHA, SDAO and state safety policies.
- Addresses correspondence issues though the use of conventional and electronic means ensuring proper filing and document policies are adhered too.
- Maintains a professional relationship with community organizations and members.
- Provides water conservation resources as needed for LWD customers.
- Provides timely and essential information to customers and required agencies as needed during normal and emergency operations.
- Provides and maintains reports, documentation and files as required by federal, state and local law to include LWD policies and LWD Board of Directors requirements.

SECONDARY DUTIES

Performs all other tasks and responsibilities as required to maintain all phases of water district operations, planning and lifecycle management of assets.

SUPERVISORY RESPONSIBILITIES

This position has full supervisory responsibility including; hiring, training, coaching and terminating all employees of the LWD. This position supervises all volunteer efforts and as the direct representative for LWD in emergency operations.

JOB SCOPE

Work is reoccurring with occasional variations from the norm and a moderate degree of complexity. Position determines own practices and procedures while contributing to the development of the organization policy. Incumbent operates independently with little to no direct supervision from the board. Position has a total (operation and capital) budget authority for LWD.

INTERPERSONAL CONTACTS

Contacts are made with individuals within and outside the organization, including the Board of Directors, Communication may contain confidential and/or sensitive information. Methods of communication include email, telephone, one to one conversations and group presentations.

QUALIFICATIONS

Successful performance of this position requires the DM to have the current skills, training and ability to perform the essential job tasks. The following is a representative list of skills, abilities and primary qualifications needed to be successful in this position and is not intended to be a complete and exhaustive list of all requirements.

- Must be capable to operate or learn to operate a variety of vehicles and equipment used in performing job tasks
- Must have a reliable legal vehicle for work use. The vehicle must be able to transport equipment, cargo and tools to and from job sites.
- Must have or gain experience and knowledge required in management of water treatment facilities including current certification levels.
- Must have advance maintenance skills and the ability to assess, troubleshoot and repair equipment issues to keep systems in a proper working condition.
- Must have the literacy skills necessary to read, complete and discuss all documentation involved in the performance of the job tasks.
- Must have an understanding of mathematic and chemistry sufficient to meet level I and II Water Certification Requirements.
- Must be able to display adequate English, verbal and written communication skills and a professional presence in interacting with other agencies and the community.
- Must possess and /or obtain adequate computer and internet skills to run an office environment ie. Billing programs, correspondence, internet and website skills.

EQUIPMENT TO BE USED

Must become proficient in the use of LWD equipment which includes but is not limited to: a 1978 Waterboy treatment plant, various types of testing equipment, grounds maintenance equipment, pipe fitting, meter/hydrant installation, chemical level, computers, copy/fax machines, general office equipment, various types of vehicles, hand tools and power generation equipment etc.

PHYSICAL DEMANDS

Must be able to lift 50 pounds, bend, stand, sit, dig and perform all physical tasks needed to remove and or install waterlines, meters and other items associated with repair and maintenance and expansion of the intake, treatment plant, reservoir and distribution system. This will involve use of hand tools, shovels, picks and sledge hammers.

WORK ENVIRONMENT

The DM will have varied work hours and must be available for emergencies and a variety of immediate situation. As DM for the Langlois Water District, this position requires being on call seven days a week. To accommodate response times, it is suggested to live within 20 miles and 30 minute drive of LWD.

SPECIAL REQUIREMENTS- EDUCATION

The DM/DRC must hold certifications that are required by OHA, DWS and DEQ (<http://www.oregon.gov/deq/FilterDocs/CertProgram2017.pdf>). The DM must possess and maintain a valid Oregon state driver's license and have a good driving record.

District Manager

Board Chair

Date

Date