



CHAMPLAIN WATER DISTRICT
Dedicated to Quality Water & Service



First In The Nation ~ Excellence In Water Treatment, Partnership For Safe Water

Job Opening

General Manager

The Champlain Water District (CWD) is an award winning regional water supplier having the distinction of receiving the first in the Nation "Excellence in Water Treatment Award" from the Partnership for Safe Water. CWD is seeking applications from highly-qualified candidates for the position of General Manager. CWD is located in northwestern Vermont and is a municipally chartered wholesale water supplier serving 75,000 people within 12 served municipal water systems with 25,000 connections.

The CWD General Manager reports to an elected Board of Water Commissioners and is responsible to manage three annuals budgets totaling \$9.2M with a staff of 35 employees. Employee shall function as the chief executive, administrative and operating officer of the District. This employee shall also provide oversight of any given local municipal water distribution system being managed and/or operated, or owned by the Champlain Water District, either by contract, assignment, or purchase. Employee shall be responsible for managing and conducting all business of the District. Employee will develop information and guidelines for the Board of Commissioners to aid the Board in establishing policy, and executing necessary and/or desirable District business.

Candidate must have a minimum of ten years of advanced knowledge and experience in waterworks management in a supervisory, administration and/or management capacity; or a closely related utility or environmental field. A minimum of a Bachelor's Degree is required, with a Master's degree desired in business administration or engineering. The salary range for this position is \$85,959 to \$103,483, including an excellent benefits package. Resume Deadline: January 11, 2019. Anticipated start date for this position is April 1, 2019. Equal Opportunity Employer. For a complete job description: www.champlainwater.org.

Submit cover letter and resume to:

Director of Human Resources
Champlain Water District
403 Queen City Park Road
S. Burlington, VT 05403
Email: tracy.bessette@champlainwater.org

Champlain Water District

General Manager

Classification

Exempt

Pay Grade

13 (Salary Per Current Non-Bargaining Unit Pay Plan)

Reports to

CWD Board of Commissioners

Date Revised/Approved

January 2017

Date Previously Approved By CWD Board of Commissioners

November 24, 1981

JOB DESCRIPTION

Summary

Employee shall be the chief executive, administrative and operations officer of the Champlain Water District. Employee shall be responsible for managing and conducting all business of the District. Employee will develop information and guidelines for the Board of Commissioners to aid the Board in establishing policy, and executing necessary and/or desirable District business. Employee shall be responsible directly to the Champlain Water District Board of Commissioners.

Essential Functions

- Responsible for the cost effective management and development of all the financial resources of the District including annual budgets, financial models, and capital reserve funds. The negotiation and arrangement of all sources of funds for construction and operations, and the management of such funds when acquired all in conjunction with the Director of Finance.
- Responsible for the coordination with all Federal, State and local agencies that may be involved in the operational programs and construction of the District as well as all local boards of Selectmen, City Councils, and Village Trustees, Prudential Committees, and regional planning commissions. Such coordination shall require persuasiveness, perceptiveness, and discretion.
- Ability to work proactively with the elected CWD Board of Water Commissioners, always maintaining a working relationship in the best interest of CWD.
- Responsible for the administration and management of all personnel policies, union contracts and administrative programs, necessary for the proper functioning of the District including the implementation of an effective succession plan for senior management positions in conjunction with the Director of Human Resources.

- Responsible for the analysis of data and preparation of reports for use by the Board of Commissioners and public/consumer outreach; as well as spokesperson for press and media relations.
- Responsible for access to and maintenance of extensive confidential information such as personnel records, bid documents, negotiating positions.
- Responsible for the preparation and dissemination of all pertinent information to both the Board of Water Commissioners, CWD served systems, and the public.
- Shall act as the chief negotiator and spokesperson for management related to all union contract items.
- Negotiate and obtain all lands and rights-of-way required for the development and construction programs of the District, all in conjunction with the Director of Projects & Programs/Chief Engineer.
- Manage and coordinate technical phases of construction work with the consulting engineers, contractors, and communities involved in conjunction with the Director of Projects & Programs/Chief Engineer.
- Responsible for the assembling, training, and supervision of an adequate staff to operate and maintain the Champlain Water District water supply, treatment and transmission system.
- Develop, execute, supervise, analyze, and change as desired all required techniques, procedures, and records to ensure a proactive and efficient water utility operation protective of public health.
- Cooperate and work closely with all member cities, towns, and villages as well as other purchasers of water and assist upon request in the technical aspects of the operation of served water systems.
- Ultimately responsible for the administration and management of all pertinent records of the District.

Competencies/Minimum Requirements

- Excellent verbal, written, and public communication skills with exceptional attention to detail.
- Extensive working knowledge of the laws and regulations pertaining to municipal, public water supply and all its ramifications.
- The ability to exercise considerable independent judgement in the planning direction and control of the engineering, operation and maintenance of all CWD facilities and personnel.
- Capable of developing and maintaining effective working relationships with officials in the various towns and cities, planning commissions, and agencies of the State and Federal government.
- The ability to establish and maintain effective working relationships with District employees, consulting engineers, contractors, as well as all members of the public with whom he/she may come in contact.
- Advanced knowledge of engineering, water works, and the capability to apply good economic principles to all facets of the Champlain Water District operation.
- Employee shall have sound judgment in directing and delegating all necessary action to maintain Champlain Water District as an effective, efficient, and proactive organization protective of public health, safety and welfare.

- Must be able to accept and incorporate constructive criticism.
- Must be able to direct necessary operations and supervision of activities during emergency situations.

Supervisory Responsibility

Employee is responsible for the direct supervision and performance evaluations of the following senior management positions:

- Assistant General Manager/Transmission Systems Director
- Director of Projects & Programs/Chief Engineer
- Director of Water Quality & Production
- Director of Finance
- Director of Human Resources
- Retail Superintendent

Employee is also responsible for the general supervision and overall performance of all District employees.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed to a great degree in an office setting. Outdoor work is also required in the field supervision and management of CWD activities and personnel.

Required Education and Experience

1. Bachelor's degree in either Business Administration, engineering, or other relevant field.
2. Advanced knowledge of water works administration and operation, and must have at least 10 years of work experience in the waterworks field, in a supervisory, administration, and/or management capacity; or a closely related utility or environmental field.

Preferred Education and Experience

1. Master's degree in a related field from an accredited college, or university is desirable.
2. Other business management may be substituted depending upon the area or type of business activity experienced. Other formal education may be considered adequate under other qualifying conditions.

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.

Signatures

This job description has been approved by all levels of management:

Chair CWD Board of Commissioners:

Director of H.R.: *Tracy Bessette*

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____