

NORTH PECOS WATER & SANITATION DISTRICT

Job Title: District Manager

Salary Range: \$70,613 - \$98,858

Position Summary:

The North Pecos Water and Sanitation District purchases all potable water, which it distributes through its mains and water system to the inhabitants of the District from Denver Water.

We are seeking an experienced water and wastewater management professional to oversee our operations.

Duties and Responsibilities:

- Provide positive customer service to the public, vendors, staff, and the Board Members.
- Delegation of staff duties subject to Board oversight.
- Oversee office and field operation employees.
- On-call duty shared with two other field operation employees on a scheduled basis for emergency locates or system failures.
- Prepare manager's report for monthly Board Meetings.
- Attend all Board meetings.
- Annual review of the District's policies, rules, regulations, engineering standards, by-laws and adopted procedures.
- Implement Board policies and procedures.
- Prepare and implement a yearly budget and calculation of rates and fees.
- Assist with the annual District outside audit.
- Record and keep all District as-built data.
- Coordinates District activities and reporting with all regulatory agencies; ensures compliance with all state, local, and federal laws.
- Manages contractors and consultants ensuring District standards, policies and directives are maintained.
- Responsible for the development of long-range plans. Analyzes and monitors immediate and long-term infrastructure and equipment needs of the District.
- Performs all other duties as assigned.
- Works closely with developers on new construction or redevelopment projects, overseeing installs, etc.
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Qualifications:

- Minimum of 10 years of relevant experience, or a combination of post-secondary education and experience.
- Knowledge of wastewater collection system functions, operations and maintenance, including lift stations.

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- Knowledge of water system operation including mainlines, hydrants, and valves.
- Strong leadership, management, and administrative skills.
- Basic use of Microsoft Office (Word, Excel, Power Point).
- Annual budget development and management experience.
- Experience in customer and stakeholder relations including customers, vendors, and the board.
- Basic knowledge of Colorado Special District Title 32 statutes and requirements.
- Valid Colorado State Driver's License

Preferred Qualifications:

- Current Class II Water Distribution and/or Wastewater Collection Certifications.
- Prior professional management experience.
- Capital project and contractor management experience.