

General Manager

Job Description

RESPONSIBILITIES AND DUTIES:

1. In charge of day-to-day operations activities for Slippery Rock Municipal Authority (the Authority), including:
 - Available 24/7 to receive calls and to call out personnel as needed.
 - Management of operations for the Authority water and wastewater systems.
 - Oversight of PA Department of Environmental Protection (DEP) regulatory compliance for all water and wastewater systems.
 - Management of Authority personnel, initiatives and capital budget.
 - Assist with water and sewer facilities/systems operations, repairs and installations.
2. Develop the Authority O&M (operations and maintenance) expense budget; implement and adhere to the approved budget.
3. Implement Authority short range and long term plans consistent with goals.
4. Maintain open and effective lines of communication with external community groups, developers and governmental agencies.
5. Overall responsibility for all Authority purchasing and control in accordance with Authority policies and procedures.
6. Overall responsibility for construction management, inspection and control of Authority water and wastewater systems.
7. Provide input to the preparation of developer and main extension agreements, and provide local administration for said agreements.
8. Review and make recommendations and provide input to the design for any changes to existing facilities (or new facilities).
9. Manage and provide guidance related to water distribution, water treatment, sewer collection, and sewer treatment operations.
10. Update and maintain:
 - Authority Polices
 - Employee Polices
 - Emergency planning
 - Employee Right-to-Know regulations
 - Authority Rules and Regulations
 - Operation and Maintenance plans/procedures for all Authority operations
 - Standard operating procedures
 - Public Notification procedures
 - Chemical inventory
 - Records and maps
11. Other duties as assigned.

BUDGETARY RESPONSIBILITIES:

- Responsible for the Authority Operations and Maintenance Budget.

PERSONNEL RESPONSIBILITIES:

- Overall responsibility for all Authority employees as well as related employee training and development.

REPORTING LEVEL:

- Slippery Rock Municipal Authority Board

Required Skills

- Excellent interpersonal skills; strong verbal and written and listening skills, including the ability to write reports and prepare and deliver effective written and persuasive oral presentations.
- Relationship-oriented leader with a collaborative and flexible style and a strong service mentality.
- Ability to organize work and develop creative and feasible solutions.
- Ability to interact effectively with public officials, community leaders, customers, and Authority staff (union and administrative).
- Must be goal and multi task oriented and have the ability to motivate oneself and staff to accomplish Authority goals.
- Possess computer literacy and proficiency with Microsoft Office applications, as well as other software applications (QuickBooks, ArcGIS, SwiftReach or Rapid Response) used in the normal course of business.

PHYSICAL REQUIREMENTS:

The physical requirements described below must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be requested pursuant to law by individuals with disabilities.

- Corrected vision in order to make visual observations of pump stations, grounds and equipment.
- Repetitive bending, twisting, standing, sitting, reaching, walking, stooping, kneeling, crouching and crawling.
- Ability to receive detailed information through oral and written communication and to make fine distinctions in sound, such as when making adjustments on equipment.
- Significant physical labor with lifting up to 75 pounds.
- Ability to convey detailed instructions accurately, loudly, and quickly to other workers when working near machinery.
- Ascending or descending ladders, stairs, and ramps requiring the use of feet, legs, hands and arms up to three (3) stories in height (30').

NON-PHYSICAL REQUIREMENTS:

The non-physical requirements described below must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be requested pursuant to law by individuals with disabilities.

- Ability to read schematics, blue prints, technical specifications, regulations, permits and operations, procedure, and repair manuals.
- Ability to perform general math calculations such as additions, subtraction, multiplication, and division.
- Use of computer to log findings.
- Ability to write daily logs, reports, work orders, and general correspondence.

WORKING CONDITIONS:

The work conditions described below are conditions employees encounter while performing the essential functions of this job. Reasonable accommodations may be requested pursuant to law by individuals with disabilities.

- Exposure to all weather conditions, hot and cold, including severe weather.
- Exposure to hazardous chemicals and electricity.
- Exposures to noxious fumes, odors, dust.
- Frequently work in confined spaces above and below ground.
- Exposure to loud machinery and moving equipment

MINIMUM REQUIREMENTS:

- Must possess high school diploma or GED.
- Must possess and maintain valid Pennsylvania driver's license.
- Must successfully pass a criminal background check and post-offer drug screen.