



SC PAY GRADE: 22

DISTRICT MANAGER

DUTIES AND FEATURES OF THE CLASS:

Manages the overall operation and maintenance of the wastewater collection and distribution system. Works with Facility District Managers to coordinate preventative maintenance and repairs to wastewater treatment facility equipment. Supervises and reviews the work of subordinates. This position requires weekend and holiday work as well as participation in the twenty-four (24) hour on-call rotating schedule.

EXAMPLES OF WORK:

Supervises, plans, prioritizes, assigns, and reviews the work of staff responsible for providing operation and maintenance of equipment within the County's water and wastewater districts. Participates in the selection of technical staff; provides or coordinates staff training; establishes schedules and methods for providing equipment maintenance and repair services; supervises and assists in the diagnosing and locating of mechanical difficulties on County equipment; ensures the adherence to safe work practices by personnel; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of equipment maintenance and repair; assists with the preparation of annual operations and maintenance budget; performs personnel evaluations; performs related duties and responsibilities as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the materials, methods, and equipment used in the operation, maintenance and repair of a wide variety of equipment associated with wastewater collection, distribution and treatment systems; ability to establish and maintain effective relationships with staff, department heads and coworkers; ability to supervise and participate in the operation and maintenance of systems; ability to train assigned personnel; ability to understand flow diagrams, hydraulic profiles, blueprints and operating manuals; knowledge of the occupational hazards connected with wastewater facilities; ability to handle hazardous and combustible materials safely; ability to understand and follow written and oral instructions and utility systems as-built; performs responsible and difficult work involving the use of independent judgment and personal initiative.

QUALIFICATIONS:

Minimum High School Diploma or G.E.D.; extensive mechanical experience; must have experience in staff supervision which includes planning, assigning, reviewing, and evaluating the work of others; excellent oral, verbal and written communication skills; working knowledge of Microsoft Office (Outlook, Word, Excel).

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- 35 hour work week (Monday thru Friday 8:00 a.m. – 4:00 p.m.)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

Revised 3/2015