

JOB DESCRIPTION

Job Title: Assistant General Manager
Reports To: General Manager
FLSA Status: Exempt
Department: Administration
Date: May 1, 2022

Salary: To Be Determined

Summary:

Under the direction of the General Manager, plan, manage, direct, and coordinate daily company operations to deliver safe and efficient water services to members.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Plan, manage, direct, and coordinate the operations and management of departments such as production, distribution, engineering, maintenance, warehouse, etc., including the supervision and control of all personnel and operations.
- Plan, develop, and implement policies, procedures, practices, and goals for effective and efficient organizational operations.
- Perform all services and duties as mandated by applicable ordinances, resolutions, and regulations of the state and pertinent regulatory bodies, and able to assume full responsibility for the operation and management of the company.
- Participate in preparation and implementation of the annual budget, long range financial planning, and capital improvement programs.
- Participate in planning of the company's finances and budgeting processes to identify priorities, reductions, increases, constraints, and any other factors affecting the proper budget allocations of available operating finances.
- Review personnel, activities, and reports to determine required changes in programs, operations, training, and/or staffing levels.
- On a regular basis, communicate with the General Manager concerning status of the company's finances, operational activities, capital improvements, and any other issue possibly important for the effective oversight of the company.
- Conferring with management staff and other personnel, review activity and production reports to determine required changes in programs, plans, operations, etc.
- Represent the company within the community and with other entities and organizations at local, regional, state, and federal government levels.
- Promote the organization in industry, utility, and trade associations.
- Prepare reports and correspondence as required by the position.
- Perform other tasks as designated by the General Manager.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree (BS) from an accredited four-year college or university with at least seven (7) years' experience in senior level management positions, preferably in public utilities operations or administration; or ten (10) years of related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret technical procedures, professional journals, written procedures, and instruction manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to develop presentations and written materials for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and boards of directors.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Word Processing, Excel, E-Mail, Internet Software.

Other Knowledge, Skills, & Abilities:

None required for this position. Additional management training may be required.

Certificates and Licenses:

Valid State of Texas Driver License.

Supervisory Responsibilities:

Supervise non-supervisory and supervisory employees in water and laboratory operations and other support services. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Demands:

The described physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Please send resume and application to:

Aqua Water Supply Corporation

Attn: Human Resources Manager

P. O. Drawer P

Bastrop, Texas 78602

Or send via e-mail to: careers@aquawsc.com