SAUSALITO-MARIN CITY SANITARY DISTRICT
#1 EAST ROAD
SAUSALITO, CA 94966

GENERAL MANAGER

DEFINITION

Under the administrative direction of the District's Board of Directors, directs and manages the administrative, financial, engineering, operating, maintenance and construction functions of the District.

SUPERVISION EXERCISED

Exercises technical and functional direction over the Secretary/Clerk and Operations Superintendent, and all other District employees in the absence of the Operations Superintendent.

IMPORTANT AND ESSENTIAL DUTIES

1. Serve as Chief Administrative Officer for the District and implement policies established by the Board of Directors.

2. Administer and enforce ordinance, rules, regulations of the District.

3. Supervise and provide overall management of the operation and maintenance of the District wastewater collection, pumping and treatment facilities.

4. Interpret and implement federal, state and regional wastewater quality control requirements and programs and ensure compliance with applicable laws and regulations.

5. Advise and consult with the Board of Directors on the development of District ordinances, resolutions, policies and procedures.

6. Conduct special studies and surveys and prepare reports as directed by the Board.

7. Prepare the agenda and all back-up material, attend and participate in all Board meetings.

8. Represent the District in dealing with the public, employees, community representatives, developers, regulatory and other governmental agencies.

9. Manage the District's personnel matters including staffing, employee relations, training, discipline, salary and benefit negotiations.

10. Manage and review the work of consultants and contractors working for the District.

11. Maintain up-to-date record-keeping systems for the District.

12. Ensure that an adequate safety program and emergency procedures for the District are established and maintained.

13. Prepare long-range Capital Improvement Plans for the rehabilitation and/or development and financing of essential District facilities.

OTHER JOB RELATED DUTIES

1. Review and modification of District construction standards and specifications.

2. Represent the District by attendance at professional association meetings applicable to the wastewater industry.

3. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration.
- Principles and practices of civil engineering as they apply to the planning, design and construction of wastewater facilities.
- Federal, state and local laws and regulations governing the operation and maintenance of a sanitary district's facilities.
- Principles and techniques of organization, management, personnel administration and staff development.

Skill to:

- Administer contracted projects.
- Operate a motor vehicle safely.

Ability to:

- Apply problem solving skills to a variety of technical and non-technical situations.
- Maintain effective employer-employee relations.
- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet District goals.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Prepare and administer District budgeting and fiscal controls.
- Prepare technical reports and other administrative documents.
- Communicate clearly and concisely, both orally and in writing.

- Review designs, plans and specifications.

- Effectively represent the District's policies, programs and services with the public, community groups, and other governmental agencies.

- Establish and maintain effective working relationships with those contacted in the performance of required duties.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Ten years increasingly responsible civil engineering experience including at least five years in a supervisory or management position in a wastewater agency.

Training

Equivalent to the completion of a Bachelor of Science degree in Civil Engineering from an accredited university or college.

LICENSE OR CERTIFICATE

Possession of an appropriate, valid driver's license, and a motor vehicle record which meets the District's Driving Standard Procedure.

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers is desirable.

Possession of a Grade V Operator's certificate from the California State Water Resources Control Board is also desirable.

SPECIAL REQUIREMENT

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, reach, twist; Availability to work extended hours and be available outside normal working hours to handle District emergencies and essential business.

Effective Date: December 1995