

## **SOUTH DURANGO SANITATION DISTRICT**

### **District Manager Position**

The South Durango Sanitation District is seeking qualified candidates for the position of District Manager. The District provides wastewater collection and treatment services to properties located within the southern portion of the City of Durango, Three Springs and unincorporated areas adjacent to Durango. Responsibilities include operation and oversight of the District wastewater collection and treatment system; general administration services including preparation of monthly/yearly budgets and financial reports, minutes, resolutions and correspondence; financial planning; annual compliance matters; and supervision of personnel.

The District manager reports directly to the Board of Directors. Applicants should have experience in wastewater operations, administration, accounting/finance and project management. A degree in business, public administration, environmental engineering or similar fields or a combination of education and experience are preferred. Qualified candidates shall also possess excellent communication skills with the ability to communicate with the Board of Directors, District staff, customers, other government agencies, contractors, engineers, attorneys, consultants and builders. A current Colorado Class B wastewater operator license and a current Class 2 wastewater collection system certification are required.

Interested candidates should submit a cover letter & resume, including references, with a completed employment application to the District. The District is an equal opportunity employer and employs without regards to race, color, religion, creed, national origin, ancestry, gender, sex, pregnancy, marital status, military status, age, disability, sexual preference or orientation, transgender status genetic information, or membership status or other status in any other group protected by applicable law.

**General Purpose:** Under the direction and general oversight of the Board of Directors, the District manager is responsible for the overall operation, management and administration of the District.

#### **Essential Duties/Responsibilities:**

1. Provide required Colorado Certified Wastewater Plant Operator and Collection System Operator services for the District wastewater collection and treatment facilities (the "System"). Report the status of the System regularly and provide monthly reports on operations to the Board. Monitor the System through testing and inspections and make adjustments as necessary to meet and / or exceed all minimum regulatory requirements. Take required samples and submit sample results and file all appropriate reports to appropriate regulatory agencies. Take necessary and required steps to report and correct any conditions that fail to meet standards.

2. Manage the District business and operations effectively and possess the expertise to maintain a sound financial condition of the District, analyze complex problems to develop policy, and make financial and procedural recommendations to the Board.
3. Serve as District representative in dealings with other governmental and quasi-governmental agencies, developers, independent contractors, consultants and customers.
4. Develop board meeting agenda and board packets; attend meetings; prepare minutes; make presentations and managerial reports.
5. With the assistance of District staff and general counsel, oversee the enforcement of District Rules and Regulations, special district law, and state and federal laws and regulations.
6. Work with staff and consultants to develop annual budget, review all invoices and recommend payment as appropriate. Review financial reports, performs asset management/inventory, and coordinate financial record review with District auditor before and after annual audit work is performed.
7. Manage District insurance matters including renewal applications, filing of claims, workers compensation matters and District medical insurance for employees.
8. Work in coordination with engineers, consultants, and attorneys on construction projects, contract matters, legal issues, and other complex projects and subjects.
9. Perform all aspects of staff management including scheduling, evaluating work performance, administering pay and evaluating compensation, enforcing personnel policies and procedures in accordance with all applicable District policies, state and federal laws.

**Qualifications:**

1. Minimum bachelor's degree in business, public administration, environmental engineering or related field, or equivalent work experience (which would be equivalent to 8 years of progressive work experience).
2. A current Colorado Class B or higher wastewater operator license and a current Class 2 wastewater collection system certification are required
3. Minimum 5 years of management experience in the wastewater treatment field.
4. Experience in the development and management of an operational budget preferably in excess of \$1 million.
5. Experience in policy and regulation development and implementation.

6. Strong and broad administrative skills necessary for the effective and efficient management of the District.

7. General knowledge and understanding of land and property related matters including deeds, plat maps, property boundaries, easements, ROWs, and utilities.

8. General knowledge and understanding of management of construction projects for utility facilities including surveys, plans, specifications, testing and inspections.

This position will remain open until filled.

Applications and supporting materials shall be submitted to the South Durango Sanitation District, PO Box 2024, Durango, CO 81302 with the notation "Manager Application" on the outside of the envelope.