



Job Classification

Title: General Manager & Chief Engineer
FLSA Status: Exempt
Job Code: 112

POSITION OVERVIEW

Under general policy guidance from the Board of Directors, plans, organizes, integrates, fiscally controls, directs, administers, reviews and evaluates the activities, operations, and services of the Three Valleys Municipal Water District; recommends Board adoption of the District's Strategic Plan; ensures execution of short- and long term goals and objectives consistent with the Strategic Plan; ensures District operations and functions effectively serve the needs of its thirteen (13) member agencies throughout the District's service area, while complying with applicable laws and regulations; and performs related duties as assigned.

OVERSIGHT

Supervision Received: The General Manager classification is appointed by, and reports directly to, the Three Valleys Municipal Water District Board of Directors.

Supervision Given: The incumbent provides direction to the Chief Water Resources Officer, Chief Financial Officer, Chief Administrative Officer and Chief Operating Officer, and Executive Assistant. Oversees the activities of all District departments.

ESSENTIAL FUNCTIONS

- Develops and recommends adoption of an annual District Strategic Plan and executive management work plans in partnership with the executive management team.
- Directs the development, implementation, and monitoring of short and long-term plans to achieve the District's objectives in compliance with applicable laws and regulations.
- Provides leadership and works with the executive team to hire, promote, develop and retain highly competent, customer-service oriented staff through selection, training, and day-to-day management practices.
- Directs the development of operating and capital improvement budgets for approval and adoption by the Board.
- Takes disciplinary action, up to and including termination, to address performance deficiencies in accordance with federal, state and local laws and regulations, District

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policies and procedures, and labor agreements.

- Directs and oversees the creation and maintenance of comprehensive human resource, financial, engineering, planning, and operational management programs, policies, and systems.
- Directs near and long range financial planning and develops annual operating and capital budget to ensure the Districts financial stability.
- Represents the District at local, regional, statewide, and national levels regarding administrative, regulatory, and legislative activities of the District.
- Coordinates District activities with all regulatory agencies and ensures compliance with all state, local, and federal laws.
- Leads and evaluates the work of assigned staff by establishing goals and performance measures.
- Establishes performance requirements while providing coaching for performance enhancement.
- Travels and participates in regional, state, and national events frequently to keep current with industry trends.
- Implements Board of Director instructions and requests. Makes interpretations of District ordinances, resolutions, policies and applicable laws and regulations to ensure District compliance. Interpretations may be made in consultation with legal counsel as necessary.
- Establishes broad departmental policies and directs and coordinates the activities of the District.
- Directs the preparation of studies, reports, and recommendations relating to water supply.
- Utilizes staff, systems, communications, and infrastructure to enable support to District departments in identifying, prioritizing, and implementing business needs.
- Confers with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of District concern; coordinates District activities with other governmental agencies and outside organizations
- Represents the District in the community and at professional meetings as required; speaks

before civic and community groups; attends all Board and Committee meetings

- Performs all duties as prescribed by Board of Directors action, including those detailed in the supplemental resolution document Responsibilities and Authority of the General Manager

QUALIFICATION REQUIREMENTS

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

Knowledge of:

- Knowledge of public sector management, financial management and budgeting, operational analysis, staff development, and program planning.
- Principles and techniques of public works management and financing of public water districts.
- Interpret and apply pertinent Federal, State, and local laws, regulations, and court decisions applicable to large, complex public utility systems.
- Principles and practices of leading the activities and personnel of a large organization.
- Ability to create an empowering vision for employees, communicate the District's vision, and adjust to unexpected changes related to economic and political issues.
- Ability to lead and plan long and short-range efforts that involve multiple agencies and complex programs to achieve goals.
- Understands complex water supply, and groundwater issues and operations with a focus on specific district functions.
- Ability to establish clear channels of communication, builds trust, define roles and develop positive relations with the District Board of Directors.
- Developing systems and procedures that ensure accountability while providing the flexibility to meet water management requirements.
- Provide clear, concise, and comprehensive reports, studies and similar written materials.
- Use modern office equipment including computer software applications related to the field of work.
- Understand, interpret, explain, apply, and adhere to District personnel rules, and and exercise independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with all levels of District staff, government officials, contractors, vendors, and the public.
- Utilize exceptional customer service and communication skills both verbally and in writing.
- Make effective and engaging oral presentations clearly, logically, and persuasively.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential situations.
- Highly motivated professional who is a self-starter, resourceful and able to work independently.
- Provide transparent, high quality and fiscally responsible services, while meeting the needs of the District and its customers.

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- Think creatively and seek alternative solutions in order to produce results that benefit the District, its internal and external customers, while clearly articulating options to executives and policy makers.
- Utilize successful leadership skills with the ability to inspire and influence with a high level of energy, enthusiasm, and creativity coupled with a positive attitude.

Ability to: Provide effective leadership and communication and coordinate the activities of a water agency; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; serve effectively as the administrative agent of the Board of Directors; ensure the timely and economic completion of necessary projects, reports and studies as required by the Board; plan for the future needs of the District; employ modern management and engineering practices to ensure the efficient operation of the District; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; develop, prepare and administer a large and comprehensive budget; select, supervise, and evaluate management staff; establish and maintain cooperative working relationships with the Board of Directors, District staff, public officials, member agency managers, business leaders, and the general public; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements.

EDUCATION AND EXPERIENCE

The General Manager & Chief Engineer will possess a combination of education and experience equivalent to:

- Bachelor's degree from an accredited college or university with major course work in public administration, business administration, engineering, or a closely related field.
- Ten (10) years of increasingly responsible executive management background of a public utility system including five (5) years of management experience.
- A Master's degree is highly desirable and may substitute for three (3) years of experience.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle. Requires occasional air travel and overnight stays.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Certificates

- Possession of a Certificate of Registration as a professional civil engineer (PE) in the State of California is preferred, but not mandatory.

Licenses

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Registrations

- None

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This job description has been revised and approved by all levels of management.

Approved by:	Matthew Litchfield
Date last modified:	3/2/23
Date approved:	3/21/23

I have received, reviewed, and fully understand the job description for General Manager & Chief Engineer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ Date: _____

Employee Signature: _____

Supervisors Signature: _____ Date: _____

Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.