

GENERAL MANAGER

PAY GROUP – EXEMPT / SALARY

JOB DUTIES:

- Provide leadership by example to the staff by setting all performance and conduct standards.
- Prepare job descriptions and compensation schedules.
- Supervise training and indoctrination of all employees.
- Evaluate supervisors and review evaluations of all other employees.
- Selection and termination of all employees, with regards to all local, state, and federal laws.
- Prepare annual budget in a timely manner with all capital improvements and equipment replacements for the following year.
- Account for income and expenditures.
- Maintain accounting controls in procedures and of personnel responsible for financial operations.
- Work with Corporations accountant and budget/finance committee – understand and interpret financial/audit reports.
- Communicate regularly with Board of Directors on current affairs.
- Guide the Board when dealing with existing laws and policy; ensure that all applicable rules are followed.
- Enforce all policies set forth by the Board in a consistent, non-discriminatory basis.
- Provide an operational and financial plan to the Board, update as needed, project the anticipated direction of the Corporation and determine how these directives are to be met effectively.
- Present recommendations to the Board in a formal manner for the solutions to any problem.
- Effective communications with all customers, provide timely information.
- Get along well with Board, staff, consultants, and public in general.
- Understand operation of the system, initiate and enforce codes & specifications, monitor system design, system demand, and report to engineer.
- Monitor quality control, maintenance, emergency procedures, and inventory control to ensure safe, productive operation.
- Evaluate and secure adequate insurance coverage for the Corporations facilities as well as employees.
- Communicate and negotiate with all community, local, state, and federal entities or agencies.
- In the event there is a medical emergency which involves an employee, or any effected individual concerning SWM, to be transferred to receive medical care, or a major disaster or catastrophic event or equipment failure or any occurrence which could exist that might disrupt service for an extended amount of time immediately contact the SWM President. If not available report to the Vice President or Secretary/Treasurer. This information will be disseminated to the board members, if needed.

If the General Manager is incapacitated, then the Assistant Manager will temporarily act in this capacity.

REPORTS TO: Board of Directors

SKILLS/LICENSE:

TCEQ CLASS “B” Groundwater (Min.)
Valid Texas Driver’s License
Management Experience
Accounting / Budgeting Experience

SALARY:

\$100,000.00 depending on experience and qualifications

Southwest Milam WSC has 20 employees, over 600 miles of pipe and covers 4 counties.

Mail-in applications accepted only. Mail to: Southwest Milam WSC, Attn: Board President, PO Box 232, Rockdale, TX 76567.