

General Manager- Three Lakes Water Association

Summary of Job

Three Lakes Water Association is a local water system with approximately 900 connections. This role is responsible for all aspects of managing the water distribution system of 3LWA including water distribution operations, facility management, regulatory compliance, administering water services, and supervising employees and contractors. The role will work with engineering resources and the board to develop and implement plans for infrastructure refurbishment, new development extensions, and maintain the safe and reliable operation of the 3LWA infrastructure. This role will be accountable for maintaining regulatory compliance of facilities and water operations including working with the Department of Health, state and county authorities, and other entities as needed. Responsibilities include managing Association resources to administer operations such as billing and collection of funds, maintaining cross connection programs, responding to emergencies, arranging contract resources, water testing, and other necessary activities. This role will directly engage Members on the delivery and fulfillment of water services. In summary, this role is responsible for delivering safe water to Association Members and responding to duties as the Board may prescribe.

This position is full-time (40 hours) and will occasionally require weekend or holiday work. During times of emergency, main breaks or when projects need to be completed, the role will additional efforts necessary to restore water service.

Essential Job Functions

Manage Water Distribution Operations

- Maintain the reliable day-to-day operation of water distribution infrastructure (e.g. pumps, pipes, valves, tanks, meters, SCADA system, control operations, generators, and other equipment and systems, etc.)
- Develop and maintain capabilities and operating procedures to ensure safe and reliable operation of water system
- Develop and maintain systems and data reporting framework to understand and improve the operational state of the infrastructure (water loss, telemetry, pumps, inventories, flow, etc.)
- Plan for and adapt to and manage changes in the network by responding to connection and LOA inquiries, capital improvement projects, developer extensions, etc.

Maintain Regulatory Compliance

- Manage and maintain compliance to all regulatory requirements of the water system such as Department of Health, state and county authorities, City of Everett, and other entities
- Manage and maintain all water sampling and testing requirements for routine operations and surrounding changes to the water distribution infrastructure
- Respond to locates requests and communicate with entities performing work

Provide Supervision of Association Employees and Contractors

- Develop and supervise staff and contract resources to fulfill requirements of 3LWA (water distribution, financials, asset management, facilities, etc.)
- Work with Board members and/or public officials to accomplish tasks
- Develop and maintain operating procedures, reporting, and documentation to in ensure reliable operation and administration

Manage Member Services and Their Administration

- Respond to Member reports of leaks, complaints, and inquiries and administer billing and collection of funds for water services
- Communicate status of water services to Members in event of interruptions of service
- Develop and maintain communication channels with Members

Qualifications

- 10 years of experience with increasing responsibilities in a public utility, private water system or equivalent
- Current Water Distribution Manager WDM2 certification or above
- Administrative and management skills to organize, lead staff in accomplishing role
- Ability to work collaboratively with Board of Trustees and others as needed to accomplish mission
- Demonstrated skills in responding and managing through water distribution challenges
- Effective communication oral and written communication skills with Members, Authorities, and the Board
- Ability to work independently with transparency to the Board
- Ability to analyze, diagnose, and solve water system and financial problems
- Ability to manage capital improvement projects involving construction typical in water distribution

Additional skills

- Ability to work in all environmental conditions inside and outside
- Ability to lift sixty (60) pounds repeatedly using proper body mechanics
- Ability to bend over frequently using proper body mechanics
- Possess a valid Washington Driver License and driving record consistent with insurance coverage, and High School diploma or equivalent.

Compensation

- \$100,000 to \$137,500 depending on qualifications. Full Medical, Dental, Vision. Sick, Vacation and Holidays time off