**Job Description: CSWD General Manager**

**Job Title**: General Manager for Small Rural Water and Sanitation District

**Job Summary:** We are seeking a highly motivated and experienced General Manager to oversee the daily operations of our small rural water and sanitation district. As a General Manager, you will be responsible for ensuring that our district is run efficiently, safely, and effectively, and that our customers receive the highest level of service possible. You will be expected to provide leadership, strategic planning, and manage all aspects of the district's operations, including financial management, human resources, and infrastructure development and maintenance.

**Key GM Responsibilities:** • Develops and implements strategic plans and goals for the District in collaboration with the Board of Directors. • Manages day-to-day operations, including financial management, human resources in conjunction with Business Administration. • Provides leadership to staff and manages all employees, ensuring that they have the necessary training, resources, and support to perform their duties effectively and safely. • Conducts annual employee performance appraisals. • Fosters positive relationships with customers, stakeholders, and other organizations to promote the District's objectives and ensures customer satisfaction. • Monitors and reports on District performance and makes recommendations for improvements where necessary. • Ensures compliance with all applicable federal, state, and local regulations, including environmental regulations. • Ensures sampling is completed as required by state and federal entities • Maintains compliance with existing permits. • Ensures that meter readings are done promptly. • Works to ensure the overall safety and security of the District infrastructure and its employees, which would include requiring employees to follow safe work practices per company policy. • Maintains awareness and reports any potential District liabilities • Performs ORC duties including the preparation of submittal of Discharge Monitoring Reports (providing that the GM has a “B” certification in water or wastewater). • Participates in the annual budgeting process. • Prepares and presents Operations reports to the Board of Directors and attend meetings as required.

**Additional Areas of GM Responsibility:** • Participates with the Executive Committee on personnel issues • Reviews and maintains CSWD Rules and Regulations. • Creates goals and scheduling documents to direct field activities for the Operations crew. • Responsible for managing system upgrades, District infrastructure and equipment maintenance along with capital projects planning, prioritization and execution. • Stays up to date on management of the portfolios of water rights and management of augmentation plans as needed. • Assists the Business Administrator with grant applications for future projects. • Takes on-call weekend rotation when required.

**Qualifications:** • Bachelor's degree in business administration, public administration, engineering, or a related field is required. • At least 5 years of management experience in the water and sanitation industry, including financial management and infrastructure development • Knowledge of state and federal laws and regulations governing water and sanitation operations • A class “C” in water and wastewater certification or higher is highly desirable. • Excellent communication and interpersonal skills with a demonstrated ability to work effectively with diverse stakeholders • Strong leadership and management skills with the ability to motivate and inspire staff • Demonstrated financial management skills, including budget development and monitoring • Demonstrated ability to plan, organize, and manage multiple projects and priorities simultaneously • Strong problem-solving skills with the ability to identify issues and implement effective solutions.

**Pre-Employment requirements:** • Valid Colorado driver’s license. • Criminal background check and drug screening.

**Benefits**: If you are a highly motivated individual with the required qualifications, we encourage you to apply for this exciting opportunity. This is a full-time position with a competitive salary range of $70K to $100K based on qualifications and experience. Benefits also include: health insurance, retirement, paid sick leave, paid holidays and paid vacation.

**To Apply:** please submit your resume, cover letter, and three professional references to admin@cuchara.org. We are an equal opportunity employer and welcome applicants from all backgrounds.