

Clarksburg Water Board

General Manager

This job reports to the Board of Directors and provides executive leadership to a West Virginia municipal water utility located in Clarksburg, Harrison County, West Virginia. The Water Board serves approximately 8,000 retail customers and provides wholesale treated water and support services to 14 other water utilities. The Board has 35 full time employees, \$8.6M annual revenue and a \$51M capital plant.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree from an accredited institution in Engineering, Water Resources, Public Administration or a related field.
- Management and leadership work experience of at least 15 years in a utility environment, and at least five years of administrative experience in water treatment operation and maintenance. Prefer experience in community water supply with oversight of business operations, water treatment, distribution operation/maintenance, and/or engineering/planning.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

ESSENTIAL DUTIES & RESPONSIBILITIES

See the General Manager job description posted at www.Clarksburgwater.com

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change at the discretion of the Board.

Please apply at:

**Clarksburg Water Board
Albert N. Cox, President
1001 South Chestnut Street
Clarksburg WV 26301**

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Water system infrastructure and operations
- Principles and practices of basic utility cost controls and bookkeeping
- Modern office procedures, methods and computer equipment
- Regulatory, construction and code standards
- Engineering problem solving and hydraulic, electrical and mechanical operations/principles
- Construction and safety practices associated with water facility and underground construction
- State, federal and local regulations
- Organizational benchmarking and operational performance metrics

- Codes, laws and ordinances required for public water treatment and distribution

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Assigning, prioritizing, monitoring, and reviewing work assignments
- Leadership and decision-making
- Problem solving and conflict resolution
- Strategic planning and asset management
- Organization and communication
- Risk assessment
- Information technology and modern IT management systems
- Creative thinking
- Negotiation, diplomacy and compromise

Ability to:

- Meet schedules and deadlines of the work
- Understand, carry out and issue oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Develop and stay within budgetary constraints
- Vision desired project outcomes
- Understand planning tools

CONDITIONS/PHYSICAL DEMANDS

- Work in indoor office environment in generally sedentary conditions
- Occasional outdoor job-site supervision and community outreach meetings

BENEFITS FOR THIS POSITION INCLUDE

- Health Insurance
- Vacation, holidays, and sick leave
- Retirement plan (West Virginia PERS)
- Car allowance
- Voluntary benefits, including: life insurance, flexible spending account, disability insurance, and deferred compensation plan options

Should an applicant need any disability related accommodation or other consideration in the application or selection process, please notify the Board upon submittal of application

The Clarksburg Water Board does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.