

# **OPEN POSITION**

## **GENERAL MANAGER**

The El Paso County WCID #4 is committed to hiring the best candidates, developing current employees, and promoting from within. Continuous improvement and employee development opportunities allow employees to acquire the knowledge and skills necessary to progress and reach their career goals.

El Paso County WCID #4 offers a compensation package consisting of fair salaries and a Simplified Employee Pension Plan. The water district also pays 100% for the employee's healthcare benefits and provides coverage for dependents. Employees also receive paid holidays, sick leave, and vacation.

### **SUMMARY:**

The General Manager is responsible for the general management of all aspects of El Paso County WCID #4 operations, including work safety, planning, water operations, wastewater operations, financial results, field services, construction maintenance, customer service activities, business development to ensure company growth, short and long-term planning, budgeting, coordination of integration of District policies and procedures; and development of company personnel. This position reports to the El Paso County WCID #4 Board of Directors.

### **ESSENTIAL FUNCTIONS:**

- Promotes safety culture
- Ensures all safety policies, procedures, and protocols are fully adhered to
- Manages staff, including prioritizing and assigning work, overseeing training and development, and making employment-related recommendations
- Provides oversight of all field operations, including construction, maintenance, customer service activities, treatment and production operations, and contract operations.
- Plans and expedites short-term and long-term strategic and tactical goals.
- Forecasts and plans for water supply
- Ensures all water and wastewater quality and discharge regulations are met
- Ensures compliance with County, State (TCEQ), and Federal (EPA) rules and regulations regarding water and wastewater treatment, distribution, fire protection, and regulatory requirements.
- Implements best practices in all aspects of operations and the business
- Partners with management to implement new wastewater treatment methodologies
- Responds to inquiries from agencies, contractors, customers, public officials and vendors

- Coordinates and prioritizes capital projects with engineering consultants
- Review all design plans cost estimates for Board approval
- Review and present all construction-related expenditures for Board approval
- Review all design plans and cost estimates for Board approval
- Provide input and review on the establishment of the district's 5 to 10-year water and wastewater rate studies.
- Participates in the interview and selection of new employees
- Works with state and federal agencies to acquire funding for the construction of water and sewer projects
- Works with consultants as and when needed
- Coordinates with attorney consultants on legal functions to ensure company contracts and other agreements have appropriate terms and conditions
- Ensures the District is up to standards on emergency preparedness and response readiness
- Manages and monitors all operating expenses and capital projects
- Coordinates and plans internal and external agency meetings regarding current and future water supply and related costs
- Ensures all El Paso County WCID #4 employees meet required state and federal certification requirements
- Leads all El Paso County WCID #4 employees to receive appropriate safety training consistent with their current roles and activities
- Participates in and supports continuous improvement programs and projects
- Operates a company operation vehicle (COV) as necessary
- Performs other duties as assigned

#### **QUALIFICATIONS:**

- Bachelor's degree in business administration, Engineering, Finance, or equivalent experience in water industry or related field
- 5 years' experience of increasing responsibility in a water utility role
- Proven leader with excellent planning and administrative and communication skills (written & oral)
- Proficient in the use of Microsoft Office applications (Word, Excel, PowerPoint and Outlook)
- Valid Texas Driver's License or equivalent

#### **REQUIRED KNOWLEDGE:**

- Bilingual (Proficient in English and Spanish)
- Excellent communication and leadership skills with ability to communicate at all levels
- Excellent short and long-term planning skills
- Self-starter and motivator with proven ability to plan, execute and deliver

- Working knowledge of management principles, practices, and techniques
- Knowledge and understanding of regulatory requirements with emphasis in the areas of public health and environmental protection
- Knowledge of the construction process with emphasis on underground distribution and plumbing infrastructure design and installation
- Knowledge of wastewater treatment disinfection and discharge requirements
- Knowledge of water distribution systems, water production and treatment operations, maintenance principles, as well as those relative to wastewater treatment plants and collection systems
- Knowledge and ability to interpret and enforce the company's policies and procedures
- Ability to create presentations, spreadsheets, and documents
- Organizational and analytical abilities for multi-project leadership and decision-making
- Respected leader with proven skills in managing, directing, leading, motivating, and coordinating all functions
- Ability to direct and manage company activities in outlying service areas
- Ability to set and achieve short-term and long-term goals
- Ability to communicate effectively with agencies, contractors, consultants, customers, employees, and vendors in verbal and written form
- Ability to work effectively with all levels of employees and management
- Demonstrate commitment to providing outstanding customer service
- Demonstrate organizational and time management skills
- Excellent problem-solving and troubleshooting skills
- Ability to prioritize tasks and deadlines with flexibility to adjust when necessary

The Company's Equal Opportunity Policy is based on the philosophy that everyone should be treated fairly with dignity and respect. El Paso County Water Control & Improvement District #4 does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, or other protected class. The Company makes all employment decisions in a non-discriminatory manner. Acceptance of the position is subject to drug testing and background checks.

**Salary**

\$60,000.00-\$69,500.00

**Send resumes/inquiries to:**

[resume@panamsearch.com](mailto:resume@panamsearch.com)

Stephanie Caviness-Tantimonaca, President  
Pan American Search Inc.