

General Manager
Guin Water Works & Sewer
guinalwaterworks@gmail.com 205-468-3835

Deadline: Open until filled.

This position is responsible for the planning, management, coordination of all departments and employees of Guin Water Works & Sewer, and direction of all activities relating to the maintenance and operation of the water and sewer systems as well as related natural resources and environmental stewardship activities.

Preferred Qualifications

- Bachelor's degree in water resources engineering or related field.

Required Qualifications

- Grade IV water certification and a Grade II Sewer Certification
- 5+ years' experience with water and sewer systems to include engineering, construction, maintenance, and utility operations.
- Thorough knowledge of engineering principles and techniques related to water and sewer systems.
- Knowledge of applicable codes, regulations, and standards related to water and sewer systems.
- Excellent communication and interpersonal skills
- Ability to work effectively in a team environment
- Ability to manage large and complex projects
- Valid Driver's License

Duties and Responsibilities

- Manage the maintenance and operation of the water and sewer systems to ensure effective operations and cohesive work atmosphere for all personnel.
- Responsible for leading the team of workers in the maintenance and repair of water and sewer systems, quality control and safety compliance.
- Plan and direct short and long-term projects for water and sewer systems.
- Monitor the water and sewer systems operations to ensure proper quality and efficient operation.
- Oversee the preparation and updating of systems plans, records and reports.
- Develop, implement, and enforce system safety and engineering procedures.
- Ensure compliance with applicable codes, regulations, and standards.
- Prepare and administer departmental budget.
- Responsible for personnel management and training, including setting of performance standards and evaluation activities.
- Review and approve all requests for change by contractors.
- Monitor and decide if modifications or repairs are required for efficient operation.
- Investigate and review customer complaints.
- Coordinate the programming and implementation of the computer systems for controlling and monitoring the water and sewer systems.
- Supervise the work of project personnel
- Evaluate plans and costs for construction and improvement projects.
- Ensure that projects are executed in accordance with project specification, budget and schedule.