

**General Manager**  
**Guin Water Works & Sewer**  
[guinalwaterworks@gmail.com](mailto: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.



# Guin Water Works & Sewer Board

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO  If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_