THE WATER WORKS AND SEWER BOARD OF THE CITY OF EUFAULA, ALABAMA IS NOW ACCEPTING APPLICATIONS FOR A GENERAL MANAGER.

THIS POSITION REQUIRES THE FOLLOWING:

REQUIRED QUALIFICATIONS:

CERTIFICATION: Certification as a Professional Engineer or FE (E.I.T.).

EDUCATION: Preferably a B.S. Degree in Engineering, Business, Accounting or Finance or some other college degree with equivalent years of experience and/or certification.

EXPERIENCE: Five (5) years’ experience as a General Manager preferably in a public utility or fifteen (15) years’ experience in a supervisory position.

GENERAL DESCRIPTION OF POSITION:

The Water Works & Sewer Board of the City of Eufaula, Alabama is currently seeking to fill our full-time position for the General Manager of the Water Works & Sewer Board of the City of Eufaula, Alabama. This is a management level position that plans, organizes, manages and reviews the work of employees engaged in the installation, repair, and operation of water and wastewater facilities, including the wastewater treatment plant and maintenance of water and sanitary sewer mains, fire hydrants, meters, pumps, tanks, wells and lift stations with the Water Works & Sewer Board. Develops agency finances including developing and implementing short and long-range strategic plans and goals. This position oversees supervisory staff of the divisions and reports directly to the Water Works & Sewer Board. It is distinguished from the supervisor class by its managerial responsibility. This is accomplished by the ability to perform the following essential job functions:

* Coordinates, supervises, and manages agency employees responsible for the installation, maintenance, repair, and operation of the water and sewer system.
* Ensures compliance with all applicable codes, laws rules, regulations, standards, policies, and procedures.
* Hires, trains, assigns, schedules, directs, supervises, evaluates, and disciplines organization personnel.
* Develops and manages agency operating and capital budgets: manages expenditures; negotiates contracts and purchases; signs checks’ procures and recommends the approval of grant funds, bond funds, and other financial instruments.
* Develops and implements short and long-range strategic plans and goals.
* Resolves customer complaints, questions, and concerns.
* Participates in press conferences; composes and publishes press releases.
* Researches, compiles, and recommends rates and policies for Board approval.
* Negotiates, procures, and administers contracts for products and services.
* Reviews, compiles and approves Board meeting agenda packets; participates in all board meetings.
* Serves as agency liaison to a variety of external organizations including state and federal agencies.
* Ensures the maintenance of agency files and records.
* Performs related duties.

Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the agency in order to direct and coordinate work within the agency, usually interpreted to require five years of related experience. Candidates must have a demonstrated track record of successfully managing individuals and multiple projects. Must demonstrate a strong background of improving processes for efficiency and quality and holding staff members accountable for results. Candidates with supervisory experience in more than one area are preferred.

A valid driver’s license is required and must be maintained. Must have the ability to travel away from home overnight for meetings and to work nights or weekends as required.

The Water Works & Sewer Board of the City of Eufaula, Alabama offers an excellent benefits package. Applicants must satisfactorily pass a background investigation and pre-employment screening after receiving a conditional offer of employment.

Resumes may be emailed to [jspitzer@eufaulawaterworks.com](mailto:jspitzer@eufaulawaterworks.com) or mailed to the Executive Assistant, Eufaula Water Works & Sewer Board, at P.O. Box 26, Eufaula, AL 36072, or may be dropped off at 840 W. Washington Street in Eufaula.

**The Water Works & Sewer Board of the City of Eufaula, Alabama is an Equal Opportunity Employer and we are E-Verify compliant.**