



JOB DESCRIPTION TRI GID DEPUTY GENERAL MANAGER POSITION

Job Title: Deputy General Manager
Reports to: General Manager
Salary Range: \$106,940 to \$153,443 (salaried, at-will position)

SUMMARY

TRI General Improvement District ("District") provides domestic water, sewer and non-potable industrial water service to over 200 commercial and industrial customers at the Tahoe Reno Industrial Center, located in Storey County, Nevada. Under supervision of the General Manager, the Deputy General Manager (DGM) performs a wide variety of highly responsible, complex, and diverse advance level professional duties involved in providing administrative, analytical, and technical support to the General Manager; plans, coordinates, and participates in various program and administrative operations and activities including those having District-wide impact; manages and oversees assigned services areas; coordinates assigned activities with District personnel, outside agencies, and the general public; and provides information and assistance to customers regarding assigned programs and services. The position may also provide backup/redundancy for all District operational and administrative tasks.

This class differs from the classes of Technical Service Manager and Administrative Service Manager by the more difficult and diverse nature of the project management, and by additional administrative and highly technical duties. An employee in this class is expected to resolve problems of a highly professional and technical nature and manage multiple projects and programs concurrently. This is a professional management position responsible for the broad spectrum of engineering and technical functions; providing expert professional assistance to General Manager and other District management staff on engineering matters, program planning, and operation of assigned functional areas, including civil engineering work, design, construction management, and inspection for a variety of public works programs; oversees a wide range of engineering work in the review of designs, studies, and research in municipal utilities; provides highly responsible and complex technical and administrative support to the General Manager and; represents the District on a variety of matters at the County, State, and National level.

ESSENTIAL FUNCTIONS

(The ability to perform these functions is essential. Employee may not be assigned all duties and assigned job tasks/duties are not limited to the essential functions.)

1. Performs a wide variety of technical, administrative and analytical duties in support of General Manager.

2. Conducts complex and sensitive technical, administrative, operational, and management analyses, studies, and research projects including those involving District-wide issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics.
3. Responds to and resolves difficult and sensitive customer inquiries and complaints.
4. Participates in special projects including planning and implementation of special programs and events and complex research of new programs and services.
5. Prepares and delivers presentations on a wide variety of issues to the General Manager, Board of Trustees, other boards and commissions, customers, and community groups.
6. Participates in the development of goals, objectives, and priorities for assigned functions and programs; recommends, drafts, and implements resulting policies and procedures.
7. Manages contracts and professional services agreements, performs contract administration and project management activities during construction for District capital projects.
8. Acts as the District's representative for commercial and industrial land development projects, participates in planning and coordination for prospective developers, reviews plans and will serve applications, completes and/or oversees quality assurance, and provides coordination and support for developers and customers.
9. Provides administrative and technical support, and program management related to industrial discharges within the District's service area.
10. Provides administrative and technical support related to water resources management, including inventory, will serve and water rights tracking and management, and is responsible for communication and coordination with local, State and Federal agencies as directed by the General Manager.
11. Resolves procedural, operational, and other work-related problems, such as scheduling conflicts and contract disagreements, by meeting with staff, other agencies, contractors, consultants, developers, etc.
12. Assists in preparing the District budgets and provides support during the annual audit.
13. Manages special projects and performs related duties and responsibilities as required, including backup for all District technical and administrative functions.
14. Covers the General Manager's duties, as directed, in the General Manager's absence.
15. Perform related duties as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

1. Principles of government administration, organizational, budget, and personnel management.
2. Principles and practices of program, policy, and procedure evaluation and development.
3. Principles of public administration.
4. Advanced methods and techniques of data collection, research, and report preparation.
5. Public relations and customer service techniques.
6. Effective public speaking techniques.

7. Office procedures, methods, and equipment including computers and applicable software applications.
8. Methods, materials, and techniques used in the design and construction of public works projects related to water, reclaimed water, and sewer.
9. Methods, materials, techniques and equipment used in the maintenance and operations of public water, reclaimed water, and sewer utilities.
10. Municipal engineering policies and procedures.
11. Principles and practices of contract administration and project management.
12. Applicable laws and regulatory codes.
13. Principles and practices of public works infrastructure asset management.
14. Principles and practices of water rights, will serves, and water resources management.

Ability to:

1. Perform a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing technical and administrative services, including analytical support to the General Manager, involving the use of independent judgment and personal initiative.
2. Understand the organization and operation of the District as a whole and outside agencies as necessary to assume assigned responsibilities.
3. Interpret and apply pertinent federal, state, and local laws, codes, and regulations as well as District and departmental policies and procedures.
4. Conduct various technical, administrative and organizational studies and analyses on a wide variety of complex issues.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Develop, implement, and interpret District policies, procedures, regulations and rules.
7. Coordinate a variety of complex tasks and assignments simultaneously.
8. Interpret, prepare, and present clear and concise technical, administrative, and financial reports; assist with budget and audit preparation and administration.
9. Perform review of development improvement plans, and associated reports, and data; administer development data management and tracking, coordinate with developers, interpret applicable codes related to new development, and issue and track will serves.
10. Plan and organize work to meet changing priorities and deadlines.
11. Perform difficult technical research; analyze complex engineering and technical problems, evaluate alternatives and recommend or adopt and implement effective courses of action.
12. Understand, interpret, manage, and recommend strategy with regard to water resources, including monitoring, data collection and management, sourcewater protection and sourcewater quality, industrial discharge pretreatment programming, groundwater and surface water modeling, water rights, and planning.
13. Communicate clearly and concisely, both orally and in writing.
14. Establish and maintain effective working relationships with those contacted in the course of work.
15. Operate office equipment including computers and supporting applications.



Education:

A bachelor's degree from an accredited four-year college or university is required. A bachelor's degree in Public Administration, Planning, Public Finance, or related field, along with commensurate experience in municipal planning and engineering may be considered; however, a bachelor's degree in Civil Engineering is strongly preferred.

Experience:

1. A minimum of seven (7) years of related, increasingly responsible, municipal water and sewer utility leadership and management experience is required.
2. Experience must also include successful leadership and management of disparate disciplines, i.e., finance, engineering, operations, and administration.
3. Experience reporting to a publicly elected Board and experience in providing public services subject to public scrutiny is also strongly preferred.

CERTIFICATIONS, LICENSES, REGISTRATIONS

1. Valid and current driver's license
2. Licensure as a Professional Engineer in the State of Nevada strongly preferred.
3. Licensure or certification as a utility operator in the State of Nevada strongly preferred.

PHYSICAL DEMANDS AND WORKING CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)

Frequent sitting, standing, and occasional walking on uneven construction sites, lifting manholes and storm drain covers. Position requires typing and writing. The employee must be able to give, receive, and understand written and oral instructions. Requires climbing into confined spaces, hearing, seeing, climbing stairs, and lifting up to 50lbs. Work in outdoor and indoor environments with intermittent exposure to unpleasant elements such as vibrations, noise, dust, fumes and odors, dampness, raw sewage, noise levels, or extreme weather conditions including heat, rain, snow, cold and wind, and dust. Stamina to sit at a desk for prolonged periods of time. Visual stamina to view a computer monitor for long periods of time.

BENEFITS

- Medical, dental and vision insurance
- Paid time off & holidays
- Public Employee Retirement System (PERS) participation



EQUAL OPPORTUNITY EMPLOYER

TRI GID is an equal-opportunity employer. We cultivate and maintain a work environment that values the dignity of each individual. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity, religion, age, disability or national origin. All decisions affecting any terms and conditions of employment, including recruitment, hiring, assignment, training, compensation, promotion, salary, disciplinary action and an employee’s caregiving responsibilities, will be made without regard to race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital status, membership in an employee association, or any other protected status or category.

TRI GID is dedicated to maintaining a safe, efficient and productive work environment and therefore is committed to a Drug and Alcohol-Free Workplace.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

Please send application, resumes and references to smcknight@tri-gid.org

The job description does not constitute an employment agreement between TRI-GID and employees. It is subject to change at any time by TRI-GID at its sole discretion.

I have received, reviewed and understand this job description.

Signed

Printed

Date