



Executive Director

JOB SUMMARY

This position is responsible for directing the operations of the Brunswick-Glynn County Joint Water and Sewer Authority.

ESSENTIAL FUNCTIONS

- Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the water/wastewater department; directs services including, but are not limited to, water production, distribution, and facility installation activities, meter reading services, wastewater collection and treatment, composting operations, and facility maintenance and repair.
- Manages water production stations serving residential and commercial customer locations; provides for uninterrupted water production and distribution.
- Manages the maintenance, repair and replacement of water distribution and wastewater collection lines, water pumping and storage facilities and sewer pumping and storage facilities as well as a fleet of vehicles.
- Manages residential and industrial pre-treatment and treatment facilities including laboratory facilities.
- Manages the maintenance and repair of facilities as well as vehicles and equipment.
- Provides financial, physical, and human resources sufficient to support program activities, services, projects and facilities; evaluates the adequacy and cost effectiveness of resources; makes appropriate modifications; reviews and approves all requests for materials and equipment.
- Manages the receipt and accounting for revenues, expenses, and various service accounts in cooperation with the Director of Administration.
- Oversees the selection, training, and performance evaluation of all employees; provides for the training, and proper instruction of staff; manages performance standards and programs throughout the department; guides, coaches and assists employees in professional development; ensures that employees work safely, efficiently, and effectively.
- Determines work procedures, prepares work schedules, and expedites workflow; inspects the progress and status of all work projects and services regularly.
- Prepares and submits short and long-range plans to serve the community's needs.
- Prepares budget documents, reports, records, and written communications in support of departmental operations.
- Maintains close communications with the JWSC Board of Commissioners and keeps the Board of Commissioners informed at all times.
- Maintains close communications and working relationships with City and County Department Heads in order to coordinate and expedite work.
- Responds to emergency calls for assistance; coordinates with other local and state agencies whenever necessary or appropriate to maximize resources and services.
- Oversees project management for the construction of utility projects; oversees assigned projects to ensure contractor compliance with time and budgetary parameters.
- Responds to public inquiries regarding services or complaints; evaluates issues and options, makes recommendations, and advises the Board of Commissioners.
- Maintains effective working relationships with contractors, vendors, local, state, and federal agencies involved in public works projects, programs or services.
- Monitors the local environment and interagency actions that may affect projects, programs and services.
- Evaluates policies and standards, monitors work performed in accordance with policies and standards, and modifies same for improved efficiency and effectiveness.
- Develops and manages a cost accounting and maintenance management system.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the methods, materials, and practices of construction, operation, and maintenance of water production, treatment, distribution, wastewater collection, treatment and disposal facilities, including knowledge of hydraulics and pressure analysis.
- Knowledge of the safety hazards and safe practices in construction, operation, and maintenance of a full service water/wastewater facility.

- Knowledge of the types and uses of pertinent equipment, tools, and materials.
- Knowledge of typical utilities projects, programs and services.
- Knowledge of applicable laws and regulations affecting water production, distribution, wastewater collection and treatment, and utility maintenance.
- Knowledge of automated applications to support administrative activities.
- Knowledge of cost accounting and Governmental Accounting Standards.
- Skill in preparing short and long-term plans for water/wastewater facilities and infrastructure to serve a growing community.
- Skill in planning for appropriate resources and in providing services within budget.
- Skill in reading blueprints and working drawings for construction and maintenance projects.
- Skill in designing programs, organizing staff, and directing the full range of activities to support programs and services.
- Skill in directing and managing the cost-effectiveness of program activities.
- Skill in evaluating the effectiveness of programs and in making appropriate modifications.
- Skill in managing work, leading others, and delegating responsibility.
- Skill in interpersonal communication.
- Skill in communicating effectively, both orally and in writing. Ability to work as a member of the management team and to promote the goals and objectives of the overall organization.
- Skill in maintaining accurate records, preparing effective reports, and making effective presentations.

GUIDELINES

Guidelines include state water permit laws and regulations; EPA water treatment and water quality regulations; utility rate guidelines; state and federal employment laws; and open records laws and retention requirements. These guidelines require judgment, selection and interpretation in application. This position develops agency guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The variety of operations to be overseen contributes to the complexity of the work.
- The purpose of this position is to direct the operations of the Brunswick-Glynn County Joint Water and Sewer Authority. Successful performance ensures the effective and efficient operation of the city government and affects the quality of life for city residents and visitors.

CONTACTS

- Contacts are typically with Authority employees, Commission members, elected and appointed officials, attorneys, contractors, vendors, customers, government regulators, and members of the general public.
- Contacts are typically to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Director of Administration (1), Engineering Director (1), Purchasing Director (1), Systems Pumping and Maintenance Superintendent (1), Water Distribution Superintendent (1), Water Production Superintendent (1), Wastewater Treatment Superintendent (1) and Administrative Assistant (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to be bonded.