

BYRON GAINES UTILITY AUTHORITY - Position Advertisement

Position Title: Manager

Reports To: Byron-Gaines Utility Authority (BGUA) Commission

Positions Supervised: BGUA staff members

BROAD STATEMENT OF RESPONSIBILITIES:

A managerial position which is responsible for directing all aspects of operation and maintenance of the water distribution and sanitary sewer collection systems jointly owned by Byron Township and Gaines Charter Township.

SPECIFIC DUTIES:

Supervise, direct, plan, organize, and coordinate all aspects of the daily and on-going operations and maintenance for the water distribution and sanitary sewer collection systems and components under the responsibility of the BGUA.

Establish, review, update, maintain or implement required or pertinent reports, records, documents, plans, programs, policies, procedures, rules, regulations, and guidelines to insure the effective and efficient operation of the systems.

Assist customers, contractors, employees, professionals, and township officials by providing information, answering questions, investigating, and responding to complaints, making recommendations, and initiating improvements to address or eliminate issues.

Meet regularly with Township Water & Sewer Administrators and Township Engineer to stay current with construction projects, workload, and communication between offices.

Work on tasks, items, and issues as assigned by the Townships through the Township Water & Sewer Administrators.

Provide after-hours water and sanitary sewer emergency support as required.

Prepare an annual budget for review and approval by the BGUA Commission and for the control of the expenditure of the budgeted funds. Ensure Authority financial matters are properly administered.

Provide human resource management for the BGUA staff.

Provide monthly reports and an annual report to the Authority Commission that details workplan progress, summary of activities of the BGUA, and financial reporting.

QUALIFICATIONS:

Strong leadership skills with training in business administration, business finance, and/or human resources, preferably in a municipal/public utility setting and seven (7) years of demonstrated managerial experience.

Possession of a bachelor's degree in public administration with an emphasis on public utility systems, civil engineering, environmental science, or related field; or any equivalent combination of training and experience.

A valid Michigan motor vehicle operator's license. A Michigan S license, D license, or F license is desired.

SALARY/BENEFITS:

Salary Range is \$85,000 to \$105,000. A comprehensive benefits package is available and includes healthcare, dental, vision, and a defined contribution retirement plan. BGUA employees do not currently pay for insurance premiums.

HIRING

Position is open until filled. Please submit resumes or questions to Jeff Gritter, Secretary of the Commission at j.gritter@bgua.org .