

LOUISA COUNTY WATER AUTHORITY
JOB DESCRIPTION: DEPUTY GENERAL MANAGER

Revised and Updated: March 15, 2024

Summary:

The Deputy General Manager reports to the General Manager as well as the Board of Directors of Louisa County Water Authority. The primary responsibility of the Deputy General Manager is to assist and support the General Manager in providing professional, technical, and administrative oversight of the Authority and County owned water and sewer systems, execute the policies and directives of the Board of Directors as well as maintain oversight of daily operations. The Deputy General Manager, in conjunction with and/or in the absence of the General Manager, will ensure efficient and effective oversight of operations at the Authority and County owned facilities. The Deputy General Manager will establish and maintain sound public relations between department heads, County of Louisa Officials, Authority staff, regulatory agencies, engineering firms and legal advisors. The Deputy General Manager will demonstrate an understanding of the science and engineering of water and sewer systems and will possess the experience and understanding necessary to manage and operate a Public Utility. This role requires a highly effective communicator, well organized leadership, and a commitment to cultivating a culture of excellence through continuous improvement and teamwork. This is an exempt position.

Essential Functions of the Position:

This is a representative summary of the major duties and responsibilities performed in this position. The Deputy General Manager may be requested to perform job-related duties other than those specifically presented in this description.

- Assists with overseeing and providing technical expertise for the day-to-day operations of the water and sewer treatment facilities and distribution networks owned or operated by the Authority.
- Maintains a cooperative, working relationship with The Department of Environmental Quality (DEQ) and The Virginia Department of Health (VDH) to ensure that facilities operated by the Authority perform within regulatory standards.
- Demonstrates continuous efforts to improve operations, streamline work processes, and procedures making recommendations for adjustments.
- Directs, manages, oversees, and participates in the development of water and wastewater related Capital Improvement Program (CIP).
- Assists in the identification of needs for new or replacement facilities. Assists with development and maintenance of policies and procedures to ensure compliant, cost-effective operation of all facilities.
- Assists with providing technical and planning expertise to the County to assist with development of long-term comprehensive plans and capital improvements projects.
- Collaborates with the General Manager to oversee the financial operations of the Authority.
- Aides the General Manager in leading, coaching, and developing a team of engaged and high performing supervisors to foster a healthy organizational culture.
- Maintains current knowledge of industry best practices, related regulations, issues, trends, and developments through continued development on state, regional, and federal committees, and professional organizations.
- Represents the Authority, on the behalf of the General Manager when designated, in matters with the Board of Directors, Board of Supervisors, Planning Commissioners, customers, staff, neighboring utilities, regulatory agencies, and citizen groups.

- Assists with identification and response to sensitive community and organizational issues, concerns, and needs.
- Prepares reports and makes presentations as requested.
- Performs related work as requested.

Knowledge, Skills, and Abilities:

- A comprehensive knowledge of functions, constraints and obligations of public water and sewer utility, is required.
- Understanding of civil engineering principles, practices, and methods, as it applies to water and wastewater utilities, public works, and land development.
- Principles and practices of organizational management.
- Knowledge of financial management, budget preparation, and administration within a local government setting is preferred.
- Ability to read, interpret and apply federal, state, and local rules and regulations as they apply to sanitary sewer and water systems.
- Ability to analyze problem situations, determine needs and develop corrective actions.
- Ability to manage a diverse workforce.
- Excellent verbal and written communication skills are required.
- Ability to explain technical issues to non-technical individuals.
- Modern information technology uses and applications.
- Must be able to establish and maintain cooperative working relationships with municipal, County and State officials, developers, contractors, engineers, legal advisors, staff, and citizens.

Education, Experience and Training:

- Bachelor's degree in civil, sanitary, or environmental engineering, physical sciences, construction management, public or business administration, finance, or a related field required. A master's degree is preferred.
- Experience in a governmental or water/wastewater industry is preferred.
- A minimum of 4-6 years of progressive, related experience, including previous supervisory experience.
- OR-
- Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills, and abilities necessary to perform the job may be considered.

Working Conditions:

- Work is performed primarily in a standard office environment; however, there will be times field work is necessary. This position will require a flexible schedule to accommodate the needs of the utilities and the Authority to include evening, weekend, and occasional holiday hours.
- The Deputy General Manager is subject to both inside and outside conditions; activities occur inside and outside at approximately equal amounts. The Deputy General Manager should be prepared to be available at any time during operating hours of the treatment facilities and is expected to be present on site in the event of any operation issues which may occur to oversee and/or take corrective measures.

- Work is primarily sedentary. Light to moderate work, which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and /or a negligible amount of force constantly may be needed to move objects.
- Some tasks may require the ability to walk or stand for prolonged periods of time. Additionally, the following physical abilities may be required: bending, reaching, handling, or grasping.
- Some tasks may involve extended periods of time at a keyboard or workstation.
- Some tasks may require sound and/or visual perception and discrimination.
- Some tasks may require the ability to communicate verbally.

Special Requirements and Conditions:

- Approved by the Authority Board of Directors.
- Must possess a valid Virginia Driver's License.
- Must be willing to submit to a criminal background check.
- Must be willing to submit to a drug test consistent with Louisa County Water Authority's Drug Free Workplace Policy.
- Position includes a 12-month probationary period.
- Work beyond normal work schedule may be required.

Professionalism and Work Ethic:

- Responsible for understanding and consistently implementing all Louisa County Water Authority policies and procedures.
- Must maintain a high level of professionalism and demonstrate strong work ethics.
- Must be a "team player" and exhibit a positive, helpful attitude.
- Must have the ability to establish and maintain effective positive working relationships with co-workers, other LCWA employees, contractors, consultants, and the general public.
- Must have the ability to resolve issues tactfully and diplomatically in a positive manner under sometimes stressful and sensitive situations.
- Ability to preserve and protect confidential information as it pertains to the Authority as well as colleagues including contract proposals/negotiations, compensation, personal matters, etc.

Disclaimer:

This job description is not intended to be all-inclusive. The Deputy General Manager will also perform other reasonably related job responsibilities as assigned by the General Manager, the Board of Directors or as necessitated by the position. Louisa County Water Authority reserves the right to revise or change job descriptions, job duties or working schedules based on their duty to comply with local, state, and federal regulations. This job description does not constitute a written or implied contract of employment.

Acknowledgement:

I have read, understand, and accept the duties, standards and expectations required of this position, and hereby affirm my good faith compliance with all Louisa County Water Authority policies and procedures.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

EOE: Updated on 3/15/2024.