

**JOB DESCRIPTION  
FOR  
DISTRICT MANAGER POSITION  
Rural Water District #13  
Jefferson County, Kansas**

The District Manager is responsible to the Board of Directors. This is a full-time (exempt from overtime) position, with 15 days annual paid vacation.

The District Manager oversees, operates, and maintains the entire Rural Water District. His/her duty is to keep the wells, plant, and distribution systems functioning, and to deliver water to the customers efficiently and with as little interruption as possible. Keeps alert for problems that arise, analyzing and correcting those problems as quickly as possible and, in the case of interruption, restoring service to the customers with all due haste and regard for their safety. The District Manager maintains for the District an inventory of supplies and equipment, adding to and replacing items as they are needed, and reporting expenses to the Office Manager. The District Manager consults with the District's engineer and other specialists regarding the entire system, acting upon and/or reporting the recommendations to the Board of Directors.

Working with the Office Manager, the District Manager reports monthly to the Board of Directors regarding activities, problems, purchases, and needs, making recommendations to, and asking advice and consent from, that body. The District Manager conveys and carries out Board policy, instructions, and recommendations and serves as liaison between the Board of Directors and the Water District patrons, the District Engineer, and various other contractors and service and professional people.

Appropriate certification must be acquired and maintained, including required recertification within recommended time constraints. All established procedures will be performed, as well as other duties that may arise from time to time. He/she should be proficient in both written and oral communication and the use of the computer. The District Manager must be a team player.

Subject to the approval of the Board, the District Manager shall employ, supervise and dismiss all agents and employees of the District and fix their compensation as specified by the Board and in accordance with the District/State Handbook. He/she shall also, so far as is practical, conduct the business in such a way that all patrons receive equal service and treatment, deposit or cause to be deposited in a bank selected by the Board, all money belonging to the District which comes into his possession; maintain his/her records and accounts in such a manner that the true and correct condition of the business may be ascertained therefrom at any time; furnish the Board a current statement of the business and affairs of the District at each scheduled meeting of the Board and at the end of each fiscal year and at such other times and in such forms as the Board may direct; carefully preserve for and turn over to his/her successor all books, records, documents, and correspondence pertaining to the business of the District which may come into his/her possession; and to perform such other duties as may be prescribed by the Board.

The District Manager should be familiar with, perform or participate in  
Capital Improvement Planning for the system

- \* Mapping updates
- \* Work and processes to competitively obtain contractors
- \* Inventory, parts/supplies
- \* Evaluation of office and field staff

Duties to be shared by District Manager and Office Manager

Computer maintenance, office and scada system

- \* Customer Relations -- Meeting with developers, public and agencies
- \* Training of new employees

- \* Contractor billing - verification of work and statements
- \* Easements - preparing, obtaining
- \* Budget preparation

Cross training for both District Manager and Office Manager

- \* Ability to read and understand financial statements
- \* Accounting and billing systems
- \* Inventory control

The District Manager will also be expected to attend appropriate training seminars and also to seek out additional technical assistance, whether that is financial, management or operations-related. The District Manager should present him/herself in a positive image as a representative of the RWD.

**EXAMPLES OF WORK PERFORMED BY DISTRICT MANAGER  
RURAL WATER DISTRICT 13  
JEFFERSON COUNTY, KANSAS**

**A. Management**

Manage crew and oversee all operations (plant, field and office). Work with engineer, developers and patrons as to projects, easements and problems. Hire contractors when needed. Keep employee's time, recommend salary increases and maintain personnel files. Approve all purchases (purchase orders, credit cards). Maintain a water sampling program as mandated by KDHE. Keep all water sample records per KDHE (bacteria, CI 2 daily, lead and copper).

**B. Meters**

Purchases, installs, connects, checks, disconnects, and removes individual patron meters as needed. Monitors and reads meters periodically to insure accurate measurement and reporting of water use.

**C. Distribution Lines**

Installs, checks, repairs, replaces, and removes lines as needed. Watches for and investigates reported leaks, searching for hours if necessary, to locate a leak and repair it. Flushes and cleans out lines as required. Directs and assists contractors while excavating and boring for water line installation and repair. Marks line location and oversees excavation by other service to prevent damage.

**D. Plant**

Monitors operation of the wells (plant) in compliance with industry standards including drawdown and determining specific capacity performance, observe suction and discharge pressures at all pumping stations and record flow rates, meter readings, chemical feed rates and reserves, and the operation of other equipment such as heaters, etc.

**E. Pressure Regulators**

Installs regulators, adjusts as needed.

**F. Digital Control System**

Monitors the water distribution system with either the stationary or mobile unit, regulating and adjusting system as required. Calls in technical assistance when needed.

**G. Master Meters**

Monitors operation, checking for leaks and replacing equipment, and confers with supplier when necessary.

**H. Pumping Stations and Wells**

Monitors, repairs, adjusts and cleans equipment as required.

**I. Supplies**

Inventories supplies, determines and anticipates needs, compares cost and quality of goods, and orders on a timely basis all pipe, meters, pumps, valves, regulators, saddles, caps, nipples, connectors, tools, and other necessary parts and equipment, and makes decisions regarding purchases. Confers with the Board of Directors on major purchases.

**J. Transportation**

Maintains District vehicles, arranging for repairs, purchasing gas, oil, and other equipment and supplies for their use. Investigates options when new vehicle is required and reports to Board for recommendations. Uses own vehicle on a mileage reimbursement basis when District vehicle is unavailable.

**K. Patrons**

Serves as public relations person along with the Office Manager, answering questions, explaining equipment and procedures, making recommendations, and communicating Board policy to District members and other interested individuals. Conveys to Board suggestions, attitudes, and concerns of patrons. Placates irate patrons. Serves as liaison in obtaining and recording land easements.

**L. Office Manager**

Communicates, coordinates and works with Office Manager in all matters regarding the District. Approve all purchases (purchase orders and credit cards).

**M. Monthly Board Meetings**

Prepares agenda items for Board meetings and provides to Office Manager for mailing. Prepares and presents report on activities, problems, and needs at monthly Board meetings. Consults and communicates with and carries out policies and instructions of the Board of Directors.

**N. Supervises Personnel**

Hires, evaluates, guides, sets salaries, and fires all other District Employees.

**O. Miscellaneous**

1. Works with Engineer and other staff members to prepare and update District maps.
2. Samples water every two weeks or as needed, labels, and promptly mails to or delivers to Topeka.
3. Keeps abreast of Rural Water District literature and remains alert to innovations and potential availability of improved equipment.
4. Prepares applications for various states, county, and township permits.

**P. Required knowledge, abilities and skills.**

Must possess a working knowledge of mechanics and some understanding of hydraulics.

Must have a high-school education or the equivalent.

Must be willing to study and able to pass State examinations as required for water district managers.

Must be able to understand and carry out written and oral instructions. Must be able to communicate orally and in writing with the District employees, the Board of Directors, and District patrons.

Must be able to read maps and to obtain and notate accurate information for preparing and updating District maps.

Must be familiar with rural water districts and their purpose, goals, activities and problems.

Must be physically strong and active to meet the rigorous physical demands of the job.

Must exhibit an amiable and cooperative demeanor.

Must be willing to be on call 24 hours per day.