**LUMMI TRIBAL SEWER & WATER DISTRICT**

# 2156 LUMMI VIEW DRIVE

# BELLINGHAM, WA 98226

**(360) 758-7167**

**JOB ANNOUNCEMENT**

**JOB TITLE**: District Manager

**OPENS**: June 8, 2022 **CLOSES**: July 8, 2022

**EXEMPT**: Yes **DEPT**: Lummi Tribal Sewer/Water District

**SALARY LEVE**L: DOE **DURATION**: Regular Full-Time Position

**SHIFT:** M-F, Day **LOCATION**: Gooseberry Point

**JOB SUMMARY:** The District Manager serves as the chief executive and administrator for the Lummi Sewer & Water District (District) pursuant to an employment contract executed with the Lummi Tribal Sewer & Water District Boards (Board). Manages and directs the overall operation of the district to ensure compliance with LIBC Title 16, state statutes, District goals, objectives and policies, and applicable regulations.

**POSITION PURPOSE**: Responsible for implementing policies and decisions of the Board, assuring adherence to LIBC Title 16, and originating plans and procedures to affect such policies and decisions. Responsible for the overall leadership and management of District operations, including its sewer and water services, community relations, environmental compliance, engineering, finance, contracting, personnel, field, office, customer service and other functions; for attending and providing policy advice at Board meeting; and for coordinating District objectives with departments within LIBC and other city, county, state and other agency representatives as well as District consulting engineers, contractors, legal counsel, financial and other contracted advisors.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

* Attends meetings and workshops of the Board; sets Board meeting agendas; provides information, reports, and policy advice to the Board; prepares Annual Budgets and Capital Improvement Plans.
* Work includes developing and implementing policies and procedures for the management and operation of the utility. Work requires extensive exercise of initiative and independent judgment in managing material, financial and personnel resources.
* Leads and facilitates, in conjunction with the Board, the District’s long and short-range planning,

community relations, environmental, financial, personnel, budget, and implementation plans.

* Responsible for standards, organization, management philosophy, contracting and compliance with

state, federal, and local laws and regulations.

* Responsible for hiring and firing all District personnel, and coordinates work with the district’s legal

counsel, consulting engineer, and other resources.

* Directs and supervises the Accounting Manager who is responsible for supervision of accounting

department staff, and for management and liaison with banking, finance, investment, audit,

administrative, and other functions.

* Responsible for management of the district’s capital improvement program, IT system, and other functions.
* Directs and supervises the Operations & Maintenance Manager, who is responsible for supervision of

Operations Department staff, and for the operations and maintenance of District infrastructure.

* Directs and supervises the Executive Assistant who is responsible for office, administrative, and

project services supporting the Board, General Manager, other District staff.

* Develops positive, productive, employee relations, and guides overall personnel-related

activities.

* Establishes effective professional relations with federal, state, and local government agencies,

other districts, industry associations, and the public.

* Directs emergency services in coordination with District staff; reports emergencies/overflows to appropriate departments/agencies.
* Ensures the integrity of the safety program by routinely reviewing various aspects of the program

to ensure compliance with all District policies and relevant laws and regulations, directly engaging in

internal safety committee meetings, and periodically performing safety inspections to confirm program

compliance.

* Resolves major administrative and operation problems and provides guidance and leadership to administrative and supervisory personnel.
* Completes continuing education-related assignments, and serves as a resource to staff on projects

and day-to-day activities; and

* Performs other duties as required, assigned, or outlined in employment contract.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

* Management and supervision principles and practices.
* Water/wastewater and sewer system planning, design, construction operation management, production, treatment, and delivery.
* Utility financing, rate structures and administrative practices.
* Federal, state, and local regulations, laws and ordinances pertaining to water development, water quality, and related environmental controls and regulations.

**Skill In:**

* Determining and setting priorities.
* Supervising and evaluating management, professional, and administrative staff.
* Making effective presentations.
* Applying and interpreting District policies and procedures; recommending changes to policies, procedures, and practices.
* Making decisions concerning work assignments, staffing priorities, objectives, and operational procedures.
* Establishing and maintaining effective interpersonal relationships with all organizational levels, District customers and the public.
* Ability to establish and maintain strong, positive, effective working relations with Board members, other LIBC departments, federal and state agencies/officials, customers, contractors, appointed committees, and the public.
* Skill in communicating effectively verbally and in writing.
* Dealing tactfully and courteously with the public, media, consultant, employees, board members and other agencies.
* Using various and job applicable computer hardware and software.
* Working under tight deadlines.

**EXPERIENCE/EDUCATION:**

**Experience:**

10 years progressively responsible supervision or management of a water and/or sewer district or public utility, contracting and elected body-related experience.

**Education:**

Bachelor’s or post-graduate degree in Business or Public Administration, Engineering, or related field.

**LICENSES AND CERTIFICATIONS:**

Must have or be able to obtain a valid Washington State Driver’s License and be insurable under the LTSWD insurance plan.

Experience and training sufficient to obtain a Group II Wastewater Operator Certification and Water Distribution Manager II Certification in the State of Washington within one year of employment.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

Primarily performs duties in an office working at a desk using a computer. This position may require work hours in excess of 8 hours per day or 5 days per week and call-out for emergency situations. Attending meetings after business hours is required as is travel for training purposes and to commute to other agencies.

This position typically requires reaching, standing, sitting, lifting, walking, pushing, pulling, carrying, grasping, finger dexterity, hearing seeing, talking and repetitive motions.

Light Work: Frequently lifting, carrying, pushing, or pulling up to 10 pounds and/or occasionally lifting, carry, pushing or pulling up to 20 pounds.

Lummi/Native American/Veteran preference policy applies.

**TO APPLY:**

To obtain a Lummi Tribal Sewer & Water application go to: <http://ltswd.com/employment-opportunities> or request by email to [leslyeo@ltswd.com](mailto:leslyeo@ltswd.com)

Submit LTSWD application, cover letter, resume & references no later than 4:30 p.m. on the closing date listed above. Mailing address: 2156 Lummi View Drive, Bellingham, WA 98226. Fax: (360) 758-7195

For more information contact HR at (360) 758-7167 x 100.