



WEBER BASIN WATER CONSERVANCY DISTRICT

GENERAL MANAGER, CHIEF EXECUTIVE OFFICER

Department: Executive
Regular Full-time (FT40)
Exempt / Salary
Grade: GM

JOB SUMMARY

The General Manager is the chief executive officer of the District and exercises all executive, administrative, and powers not specifically reserved to the Board by law, or by order of the Board. Has full responsibility for executing the policies of the District and the directives of the Board. Also functions as the District's Secretary, Treasurer, and Financial Officer. As manager of one of the largest water authorities in the state, serves as statewide figure and spokesperson in water strategy and policy.

ESSENTIAL JOB FUNCTIONS (Not necessarily a comprehensive list.)

Per the District's Policies and Procedures Manual (updated April 2026): The General Manager shall, within established policies and procedures, be responsible for initiating plans for the development, installation, and execution of a comprehensive and effective program of overall general management of the District, and he is given the authority and power necessary to execute and implement the same, as follows:

- Faithfully execute and enforce all applicable laws, rules, and regulations, and see that all franchises, leases, permits, contracts, licenses and privileges granted by the District, or to which the District is a party, are observed.
- Analyze and inform himself/herself of the District's financial condition in developing and maintaining programs to provide the maximum beneficial use of the water resources available to the District.
- Maintain and operate the District's facilities in a sound and efficient manner to provide the maximum beneficial use of the water resources available to the District.
- Examine and inspect the books, records, and official papers of any office, department, agency, board or commission of the District, and make investigations and require reports from personnel in relation thereto.
- Determine adequacy of tax levies, special assessments, and water assessments, in order to provide for revenue to meet District financial obligations.
- Establish wage programs, safety programs, and other employee related activities, including but not limited to: the establishment of standards, qualifications, criteria and procedures to govern appointments by heads of departments or by other authorized District officers, assistants, deputies and employees within their respective organizational

units, subject to any applicable provisions of the Employee Handbook and the policies and procedures set forth herein.

- Employ and terminate District personnel and maintain a fully qualified staff to carry on their respective assigned job responsibilities.
- Develop, implement, and administer policies and procedures regarding personnel, as enumerated in a regularly updated Employee Handbook.
- Develop adequate public information and education programs to build good public relations for the District.
- Maintain good relations with governing bodies and officials of the federal, state and local governments.
- Keep the Board fully informed by regular reports on all important aspects of the District's management and operations.
- Attend all meetings of the Board and take part in their discussions and deliberations, giving advice and input as requested by the Board.
- Prepare or cause to be prepared financial estimates of the annual budget and advise the Board of the financial condition and needs of the District.
- Coordinate all District departments.
- Establish an adequate and efficient accounting system consistent with state law.
- Execute such contracts as are necessary for the good order and functioning of the District, making certain that the expenditure required by such contracts shall remain within the appropriations established by the approved budget of the District.
- Schedule public hearings before the Board and cause notice thereof to be published as may be required by law for the purpose of reviewing the District budget and considering all pertinent budget concerns, including, but not limited to tax rate hearing, adoption of or amendment to the District budget, new petitions, etc.
- Approve expenditures made for official District business, within the parameters set forth elsewhere herein, making certain that such expenditures are within the appropriations contained within the approved budget of the District.
- In order to promote employee loyalty, express District gratitude for employee service, host governmental officials and other dignitaries, and facilitate co-operation among diverse interest groups within the District's broad geographic boundaries, the General Manager shall direct and supervise the planning, promotion and production of Board luncheons and/or orientation meetings, employee social activities, an annual District awards banquet, tours of District facilities, and other appropriate activities.

- Lead with integrity, accountability, and respect for the constitutional and statutory framework governing the District.
- Discharge any and all other duties specified by statute or assigned by the Board.

OTHER JOB FUNCTIONS (Not necessarily a comprehensive list.)

- Oversee the development of department budgets under his/her supervision.
- Monitors operational and capital improvement budgets.
- Authorize Chief Engineer approved change orders within set parameters.
- Set goals and deadlines for the Executive staff.
- Other duties as assigned.

NOTE: These duties are subject to change depending on District needs and the individual in this position may be required to perform other jobs. Any of the herein stated requirements and conditions are subject to approval and/or waiver by the Board of Trustees. The regular work schedule is subject to change depending on the District's needs for this position.

SUPERVISORY RESPONSIBILITIES

Directly manages three Assistant General Managers, Administration Department Manager/CAO, Finance Department Manager, and Human Resources Department Manager. Is responsible for the overall direction, coordination, and evaluation of the District.

Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS (The education and experience requirements for this job may be satisfied by any acceptable equivalent combination of education and experience.)

Education: Bachelor's Degree in an applicable engineering field preferred. Other degrees may be acceptable.

Experience: A minimum of fifteen years of work experience in the water or similar industry with proven skills in management is required. At least ten years in a supervisory capacity showing positive leadership.

Knowledge: Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis

and reporting of financial data. Knowledge of principles for personnel recruitment, selection, and training. Knowledge of principles and processes for providing customer and personal services. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills: Must possess positive leadership skills including communications, motivation, and performance feedback. Must have basic skills in active learning, active listening, critical thinking, learning strategies, mathematics, speaking, writing, and reading comprehension. Must be skilled in coordinating, instructing, and negotiating. Must be skilled in the use of computers and computer applications.

Abilities: Must be able to solve complex problems and make good decisions. Must have the ability to manage financial, time, material, and personnel resources. Ability to adjust to changing conditions. Ability to effectively deal with unpleasant or angry people.

Special Qualifications: Must have and maintain a valid Utah driver's license and an acceptable driving record per District policy.

WORKING CONDITIONS

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed in a safe and comfortable office environment.

Continuous exposure:	Indoor dry environment. Air cooling and heating system.
Frequent exposure:	Working with others.
Occasional exposure:	Fumes, gases, odors, or dust.
Noise level:	Low to moderate office working conditions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to: sit and perform repetitive use of hands and arms, concentrate on tasks, and remember names and details.

The employee is frequently required to: talk, hear, drive, stand, and reach with arms or hands, use effective verbal communication, think analytically, adjust to changes, and make decisions.

The employee is occasionally required to: walk, bend, grasp, push, kneel, crouch, crawl, use hand/eye coordination, climb or balance.

The employee must lift or carry weight as follows:

Regularly: 5 pounds or less
Occasionally: 6 to 10 pounds
Rarely: 11 or more pounds

Specific vision abilities include: Three-dimensional vision or the ability to judge distance and space relationships. Ability to identify and distinguish colors, adjust the eye to bring an object into sharp focus and to see up and down or to the right or left while fixed on a point.

HIRING POLICIES

The District provides equal opportunity to all employees and applicants for employment without regard to race, color, national origin, religion, sex, age, disability, or any other category protected by applicable law. Weber Basin Water Conservancy District will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create an undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to and pass a background and motor vehicle records check. Hiring is also conditioned upon submission to and successfully passing of a urine test to screen for the presence of drugs and alcohol.