

## POSITION DESCRIPTION

**Title:** Steamboat II Metro District Manager  
**FLSA Status:** Exempt  
**Salary Range:** \$85,547- \$121,760 DOQ  
**Date:** January 2024

### GENERAL PURPOSE

Leads, directs and manages all programs and activities of the Steamboat II Metro District. Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of the District water and sewer system, and parks and open space properties.

### SUPERVISION RECEIVED:

Works under the general direction of the Steamboat II Metro District Board of Directors.

### SUPERVISION EXERCISED

Exercises supervision over the operations staff of the district including the Parks crew leader and maintenance workers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### 1. Supervision

1.1 Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training and professional development; work with employees to correct deficiencies; implement discipline and termination procedures.

1.2 Plan, direct, coordinate, and review the work plan for the district operations staff, meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures to ensure that correct, efficient, cost effective, and safe work procedures are followed.

#### 2. District Operations

2.1 Assume management responsibility for the water distribution and collection systems, including engineering, planning, designing, operation, and maintenance of water and wastewater systems and facilities; direct the inspection, operation and maintenance of water distribution system, and wastewater collection systems.

2.2 Manage and participate in the development and implementation of goals, objectives, policies, and priorities for parks and open space and the water distribution and collection system; recommend appropriate service and staffing levels; recommend and administer policies and procedures.

2.3 Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the District Board; direct the implementation of improvements.

2.4 Conduct a variety of organizational studies, investigations, operational studies and special projects including manpower, material, water testing and equipment utilization studies; coordinate and assist in the preparation of water and wastewater rate studies, recommend modifications to distribution and collection infrastructure, policies, pursues grant funding opportunities for capital projects, and procedures as appropriate to improve efficiency and cost effectiveness of operations.

2.5 Participate during the monthly District Board meeting; attend and participate in relevant City, County and State meetings and trainings; stay abreast of new trends, innovations, and regulations in the fields of water and wastewater systems and treatment and parks and recreation.

2.6 Provide public relations outreach regarding District priorities and activities.

2.7 Responds to and resolves difficult and sensitive inquiries and complaints.

2.8 Supervises the inspection, operation, maintenance, and repairs of booster pumping stations, reservoirs, water storage tanks, pumps, meters, water distribution and sewer collection systems at frequent intervals to ensure that all aspects of the systems are functioning properly and that proper and timely reporting to the Colorado Department of Health and the Environment is occurring.

2.9 Responds to complaints regarding water leaks, pressure loss or no water and sewer blockage and evaluates situation, determines if liability lies with the district or the property owner; serves in an on-call capacity on a rotating basis, explains findings to property owners and facilitates a response if necessary. Maintains incident logs and reports sanitary sewer overflow incidents to CDPHE and other regulatory agencies as necessary.

2.12 Serve as a liaison for the District with other government entities, contractors, builders, engineers, and the general public in acquiring and providing information and coordinating services and activities; negotiate and resolve significant and controversial issues.

2.14 Manage the District's maintenance and construction activities; review and evaluate extension and expansion needs; direct the development, preparation and review of standards for engineering design and materials of construction; review plans and specifications for water and wastewater system replacement and extensions.

2.15 Supervise and monitor the work of all consulting engineers; verify and approve all contractors' work estimates, payment requests, and change orders; perform site inspections during construction for adherence to specific methods and materials and to ensure compliance with regulations for system safety and design.

2.16 Perform construction management duties involved in designing and planning the water and wastewater systems; serve as project engineer and/or manager on construction projects; prepare and review construction plans and specifications for conformance with District standards, regulatory standards and industry standards.

### 3. Financial

3.1 Manage and participate in the development and administration of the District's annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

3.2 Review divisional reports to ensure compliance with appropriate departmental and City rules, regulations and policies as well as appropriate local, state and federal laws.

3.3 Participate in the preparation and review of specifications for equipment and material purchases.

4. Performs other duties as assigned.

### **PERIPHERAL DUTIES**

Attend and participate in professional group meetings; stay abreast of new trends, innovations, and regulations in the fields of water and wastewater systems and treatment and parks and recreation.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- A. Bachelor's degree Civil Engineering, Project Management, Environmental Science or a related field; and
- B. Five (5) years of experience relating to the construction, repair and maintenance of water and sewer systems; and
- C. Extensive knowledge of information technology systems used to improve and analyze water and sewer distribution systems; and
- D. Supervision; minimum of three years of increasing responsibility; or
- E. Combination of equivalent education and experience.

### **PREFERRED QUALIFICATIONS**

- A. Class C Water Treatment Certification and Class 1 Distribution Certification; and
- B. Major coursework in sanitary or environmental sciences.
- C. Project management experience and/or certification.
- D. GIS/ ARCGIS experience
- E. Surveying practices and principles training and/or experience.

Necessary knowledge, Skills and Abilities:

- A. Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, and street systems; thorough knowledge of pipe installation, connection and repair; thorough knowledge of road construction and maintenance.
- B. Skill in operation of the listed tools and equipment.
- C. Ability to communicate effectively, verbally and in writing.
- D. Ability to operate personal computer systems to include databases, billing, spread sheets and word documents; extensive familiarity with AutoCAD and GIS.

## **SPECIAL REQUIREMENTS**

Valid State Driver's license, or ability to obtain one.

## **TOOLS AND EQUIPMENT USED**

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter/inductor truck, street roller, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, vacuums, drilling, tapping and boring machines, valve operators, shovels, wrenches. Skill in use of detection devices, mobile radio, phone, personal computer including word processing and other software, GPS, copy and fax machine.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to cold, wet and/or humid conditions and vibration. The employee occasionally works in trenches, confined spaces, high precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.