

DEPUTY GENERAL MANAGER

Date Posted:	01/16/2019
Organization:	Peachtree City Water and Sewerage Authority
Location:	Peachtree City, Georgia
Type of Position:	Full-Time
Education Requirement:	Bachelor's Degree
Experience Requirement:	5 or more years
Salary Range:	Commensurate with experience
Reports to:	General Manager

General Responsibilities:

The Deputy General Manager position is responsible for the overall operational management of the Authority including the financial, technical, maintenance and repair, operational, developmental, public relations, and administrative functions. Position requires the exercise of independent judgment and discretion in meeting the objectives established under policies established by the General Manager and Authority Board, as well as regulatory agencies.

Typical Duties and Responsibilities:

- Oversee the operations of the Authority and its staff. Regularly meets with department management and other staff to discuss operational issues.
- Monitor operations while continually evaluating and implementing operational improvements.
- Assist with implementation of rules, regulations and administrative policies for internal operations.
- Hire and manage a diverse staff of employees, both directly and through subordinates. Assist with payrolls and perform other necessary supervisory functions.
- Assist with budget preparation and monitoring including recommendations and regular budget updates to the Authority Board.
- Coordinate with regulatory agencies and other political organizations to establish and maintain good working relationships. Represent the Authority at a variety of public meetings and make presentations as necessary.
- Ensure the provision of adequate treatment and compliance with all regulatory permits including urban reuse quality water.
- Maintain awareness of advances in technological activities. Encourage staff to maintain professional and technical expertise and skills.
- Perform other related work as necessary.

Knowledge, Skills and Abilities:

- Knowledge of the principles and methods of public utility administration and wastewater treatment design and operation.
- Knowledge of rate determination and financing principles and practices relating to public utilities, including billing and utility accounting.
- Knowledge of general business administration including financial management, general accounting, program planning, and budget development and monitoring.



- Knowledge of supervisory, affirmative action, and related personnel laws, rules, policies and practices. Ability to hire, terminate, train, and supervise professional and support staff.
- Ability to communicate effectively, both in writing and orally, including the ability to make presentations to groups.
- Ability to establish and maintain effective working relationships with staff, government officials, water planning districts, governmental agencies, the media, the public, and other stakeholders.

Training and Experience:

Five or more years of responsible supervisory and administrative experience as a division manager with a public utility or equivalent. Bachelor's degree in civil engineering, construction management, environmental engineering, business management, public administration, or similar field.

How to Apply / Contact:

Email a professional resume to jobs@pcwasa.org with PTCWASA Deputy General Manager in the subject line, or mail a professional resume to:

*PTCWASA Deputy General Manager
C/O Dan Davis
1039 Sullivan Road, Suite 200
Newnan, Georgia 30265*

About the Authority:

Peachtree City is a master planned community chartered in the 1950's, and is acclaimed as one of the safest and best places to raise a family in Georgia. The City is known for having over 100 miles of paved cart paths enabling golf carts to connect residents and visitors to shopping, dining, multiple golf courses and other recreational amenities. The Peachtree City Water and Sewerage Authority provides sewer service to the City of over 35,000 residences, industries and prosperous businesses. The system is comprised of two treatment facilities, with a capacity to treat 6 MGD. A staff of 30 operate and maintain the modern and up-to-date system.

<http://pcwasa.org/>