

District Manager Position

Fork Township Sanitary District – Goldsboro, NC

Groundwater, Distribution and Collections

Full time, Salary: \$80,000.00 - \$105,000.00 Annually

Application Resume Deadline: N/A

Contact: Glenn Kennedy Jr.

Phone#: (919)736-2551

Description

Job Objectives

Establish and maintain courteous, effective and efficient service to customers of Fork Township Sanitary District. Develop among Fork Township Sanitary District's customer's goodwill and responsibility in addition to increasing the acceptance of the objectives and policies established by Fork Township Sanitary District board.

Duties and Responsibilities

- . Reports to the Fork Township Sanitary District Board of Directors.

- . Complete performance reports on all employees in January of each year and report to Fork Township Sanitary District board.

- . Assign and supervise all duties performed by all Fork Township Sanitary District employees.

- . Check Wells, Booster Pump Stations, Water Treatment Plant and Sewer Stations.

- . Perform water test as needed and deliver water samples from district sites to Waypoint Analysis in Greenville, NC.

- . Perform service calls, locate waterlines, flush hydrants, check meters, install meters, complete meter change outs and report changes and readings information to office staff.

- . Maintain all required Certifications, Monthly reports and file all required reports.

- . Check and resolve service complaints, talk with customers and provide information regarding work performed and answer questions.

- . Stay informed and implement any changes of rules, regulations and law governing Fork Township Sanitary District.

- . Coordinate with Fork Townships Sanitary District's Engineer on construction projects and with Attorney on legal matters.

- . Work with the Finance Officer on financial matters and budgets.

Additional Duties and Responsibility

- . Follow the Fork Township Sanitary District policy and procedures in filling job positions.
- . Should be available to help Office Assistants, collect payments at the counter, window and phone. When a Office Assistant is out for vacation or sick, the director will go to the bank and post office. **No Office Assistant is left alone in the office by themselves!**
- . Sign off on all employees time sheet weekly.
- . Must have work phone with them at all times.
- . Perform all duties that may be assigned by Fork Township Sanitary District's Board.
- . Maintain and get required services for all motor vehicles.

Typical Qualifications

Desirable Experience and Certifications

- . Water: B-Well Certified or higher, A- Distribution Certified and Cross Connection Certified.
- . Waste Water: Collections – 1 or higher and Physical Chemical - 1 or higher.

- . Must be willing to attend school and pass exams within a reasonable period of time to obtain desired certifications not held at the time of employment.

Special Requirements

- . Must at least have a GED Education.
- . Must live in a 50mile radius from Fork Township Sanitary District.
- . Must be able to take a Random Drug Test.