

Job Description: General Manager
Peters Township Sanitary Authority

Position Overview:

The General Manager serves as the Chief Executive Officer of the Authority and is responsible for the successful management and operation of the Authority, and continued achievement of its mission. The position reports directly to the Authority Board of Directors, and is responsible for implementing their policies and directives.

The wastewater system serves 6,000 customers, and facilities include two (2) treatment plants with a combined capacity of 3.2 million gallons/day, 140 miles of sewer, with a combined net asset value of \$25 million. The annual operating budget is \$3.5 million, with a multi-million dollar capital budget.

Summary of Principal Responsibilities:

- Manages and directs a full-time staff of 15 which includes nine (9) represented employees.
- Ensures compliance with all state and federal laws and regulations governing the Authority's operations.
- Assumes project management for the construction of a new (in-progress) \$18.5 million waste water treatment plant and interceptor replacement project.
- Develops strategic and operational planning for operation, maintenance, replacement and growth of the wastewater system.
- Oversees development of the annual operating budget and 10-year capital plan, and monitors and oversees all financial records and reports.
- Administer the labor agreement between the authority and the represented employees.
- Attend one (1) to two (2) Board of Directors meeting per month in the evening to up-date the board on the all matters related to the operation of the authority.
- Develops and communicates a sense of purpose and vision to the Authority Board and employees, and cultivates an atmosphere of teamwork and success.
- Other duties as determined by the Board of Directors when the need arises.