



JOB DESCRIPTION TRI GID GENERAL MANAGER POSITION

Job Title: General Manager
Reports to: Board of Trustees
Salary Range: \$100,000 to \$120,000 (salaried, at-will position)

SUMMARY

TRI General Improvement District (GID) provides domestic water, sewer and non-potable industrial water service to approximately 150 commercial and industrial customers at the Tahoe Reno Industrial Center, located in Storey County, Nevada. The GID currently has no staff. It is managed and operated under contracts with Farr West Engineering and SPB Utilities. Currently a developer-controlled operating entity, TRI Water and Sewer Company, oversees all operations. TRI Water and Sewer Company will eventually be transitioned out.

The GID is in a development and transition phase. It is currently governed by a local board of trustees, with the intent that the Storey County Board of County Commissioners becomes the board of trustees in 2019. The General Manager (GM) will be in a significant leadership and management role with initial focus of establishing the organizational framework of the GID. The GM will be an employee of the GID, not Storey County.

In establishing the organizational framework of the GID, the GM will be responsible for establishing an office; hiring staff; developing or improving rules, regulations, procedures, and standards; organizing and overseeing billing and finance functions; overseeing capital projects, engineering and operations functions; reporting to the Storey County Commissioners in their capacities as GID Trustees, etc.

JOB DUTIES, ESSENTIAL SKILLS AND ABILITIES

1. Must be able to effectively perform all assigned tasks and demonstrate the maturity and abilities necessary to complete tasks independently without direct supervision, to be self-motivated, and to develop a strong working relationship with the Board of Trustees.
2. Responsible for the overall leadership and direction of the GID. Carries out leadership responsibilities in accordance with the organization's policies, practices and procedures and applicable laws. Is responsible for fostering a positive and productive organizational culture.
3. Must demonstrate the maturity and flexibility necessary to handle a wide diversity of tasks, interruptions due to emergencies, and customer service necessities. Provides excellent customer service to customers, local businesses, developers, and government agencies.
4. Must have well-developed and proven leadership skills, especially in the areas of delegation, collaboration, participation and leading by example; and strong interpersonal and customer service skills; excellent organizational, planning, analytical and problem-solving skills;



ability to set priorities, but also remain flexible.

5. Must be ethical, trustworthy, self-confident, open and approachable, decisive, highly motivated, community oriented, and goal and results-oriented.
6. Must be an extremely effective communicator, orally and in writing, with an open and approachable style. Ability to make effective presentations on controversial or complex topics to employees, management, public groups, and the Board of Trustees. Must be able to read, analyze, and interpret complex documents, and effectively communicate to a diverse audience financial, technical, regulatory, and operational data.
7. Must demonstrate the ability to establish and maintain effective working relationships with customers, licensed operators, contractors, engineers, auditors, state and federal regulatory agencies, state and federal funding agencies, Storey County personnel, GID Trustees, GID personnel, and any and all persons and agencies necessary to the overall operations of the District.
8. Oversees the operation and management of the District, including the supervision and control of all of the District's property, activities, personnel, business, and operations. The GM is responsible for all services, programs, budgets, and the overall operational and financial performance of the District.
9. Recommends, supports the development of, and implements policies and directives set by the Board of Trustees. Directs operation and management of the District in compliance with ordinances, resolutions, regulations, long range principles, policies and practices. Directs and participates in the development and implementation of organizational strategy, long and short range goals, objectives, policies, practices, and procedures for the District.
10. Prepares and coordinates preparation of and administers the annual operating budget, long range financial planning, and capital improvement programs for approval by the Board of Trustees. Coordinates preparation and presents to the Board of Trustees agenda packages as requested by the Board of Trustees. Ability to apply advanced mathematical concepts and mathematical operations to tasks such as development of budgets, review of budgets, operating statements and other financials, and analysis of strategy/policy making decisions and related economic impacts

EDUCATION

1. A Bachelor's degree in Public Administration, Business, Finance, Accounting, Engineering or other related field from an accredited four-year college or university is required.

EXPERIENCE

1. A minimum of ten (10) years of related, increasingly responsible, municipal water and sewer utility leadership and management experience is required.
2. Experience must also include successful leadership and management of disparate



disciplines, i.e., finance, engineering, operations, and administration.

3. Experience within a municipal, governmental, community-based organization, or recreational service environment is strongly preferred.
4. Experience reporting to a publicly elected Board and experience in providing public services subject to public scrutiny is also strongly preferred.
5. Working experience related to potable water supply system permitting, wastewater discharge permitting, cross-connection control program implementation and OSHA-related safety programs.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid and current driver's license, acceptable to the State of Nevada, with a driving record which ensures insurability is required.
2. Successful completion State of Nevada/Federal background check.
3. Licensure or certification as an engineer, operator, or similar pertinent professional field is preferred.

BENEFITS

- Medical, dental and vision insurance
- Paid time off & holidays
- Public Employee Retirement System (PERS) participation

EQUAL OPPORTUNITY EMPLOYER

- TRI GID is an equal-opportunity employer. We cultivate and maintain a work environment that values the dignity of each individual. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity, religion, age, disability or national origin. All decisions affecting any terms and conditions of employment, including recruitment, hiring, assignment, training, compensation, promotion, salary, disciplinary action and an employee's caregiving responsibilities, will be made without regard to race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital status, membership in an employee association, or any other protected status or category.
- TRI GID is dedicated to maintaining a safe, efficient and productive work environment and therefore is committed to a Drug and Alcohol-Free Workplace.

Please send resumes and references to resumes@farrwestengineering.com