



**Pine-Strawberry Water Improvement District**  
PO Box 134, Pine, AZ 85544 (Mailing Address)  
6306 W. Hardscrabble Mesa Rd., Pine, AZ 85544 (Office Location)  
(928)476-4222 Phone/ (928)476-4224 (Fax)

**Vacancy Announcement:**  
**MANAGER**

**Category:** Full Time

**Department:** Field Operations

**Reports To:** Board of Directors

**Schedule:** Monday- Friday, 8AM-4:30PM. Hours will vary frequently based on operational needs.

**Pay Rate:** Compensation and benefits based on experience and qualifications.

**Position:** SUMMARY

Under policy direction from the Board of Directors, to serve as Field Operations Manager of the Pine-Strawberry Water Improvement District (PSWID); TO PLAN, DIRECT, AND OVERSEE District programs, services and resources in accordance with short and long-range goals, policy statements and directives; to administer policies of the Board; and to perform related duties as required.

**SUPERVISION EXERCISED**

Overall operational responsibility for the Pine-Strawberry Water Improvement District. Subject to the approval of the Board of Directors, exercises authority to employ and discharge, prescribe duties and responsibilities to field staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the person. Other duties may be assigned as reasonably expected.

- Plans, directs, coordinates, and controls the daily field staff operations of the organization through interface with the organization's administration, financing and customer service functions.
- Coordinates and monitors the maintenance, operation, engineering and construction supervision provided by sub-contracted organizations to achieve operational efficiency and economy.
- Implements current and long-range goals, objectives, plans and policies, subject to approval by the Board of Directors.
- May require participation in District Board Meetings, professional organizations, and community meetings; prepares and presents reports.
- Oversees and manages the field staff and field operations. Provides guidance, direction and authorization to carry out major project plans, safety standards and procedures consistent with established policies, contracts and Board direction.
- Reviews reports and operating data and compares them to established objectives and standards; ensures that appropriate corrective measures are taken.
- Primary field interface with customers on a daily basis to ensure quality installation of PSWID water systems and repairs.
- Participates in District safety meetings

## **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs other duties as requested.

## **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## **EDUCATION AND/OR EXPERIENCE**

- At least ten (10) years of experience in professional water distribution utility field operations and field staff management. Work is performed in a variety of settings, including office and field environments.
- Minimum two (2) years college technical or managerial degree.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

- Valid Arizona Drivers License and clean driving record required.
- Grade 3 (or higher) Water Distribution Certified Operator License is required.

## **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Plan, organize, administer, coordinate and direct the activities of a water agency.
- Direct, administer and monitor the District budget; interpret and analyze financial, technical and legal information; make sound judgements and decisions.
- Analyze and interpret complex data and draw logical conclusions; exercise a high degree of judgment and discretion in administering and interpreting District policies and procedures.
- Instruct and evaluate subordinate personnel.
- Evaluate and recommend improvements to existing District activities, reports and facilities.
- Exercise a high degree of managerial and administrative skills.
- Establish and maintain cooperative working relationships with others; deal tactfully and courteously with the public.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing safe driving practices.
- Operate standard office equipment, personal computers, internet and Microsoft Office software products.
- Observe proper safety precautions.

## **EQUIPMENT**

- Desktop, tablet PC and/or laptop computer; copier; fax machine; Calculator/10-Key Adding Machine; landline and mobile telephone; automobile and/or field equipment.

## **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 position, the employee is regularly required to use hands and fingers to handle or feel objects, tools or controls. The employee is frequently required to talk, hear and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift or move objects up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

#### **WORK ENVIRONMENT**

Work is performed in a variety of settings, including office and field environments. Office settings have moderate indoor temperatures. The noise level in the office environment is usually quiet to moderate. Field environments can be moderately loud and can vary significantly in temperature.

The entire office is smoke free.

Pre-employment and random drug testing apply.

#### **EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

#### **TO APPLY**

Interested applicants should respond by mail to: Attention: PSWID Billing at the PO Box address listed at the top of this announcement. Alternatively, applicants may submit their resume, application material and/or support documents to Billing at [billing@pswid.org](mailto:billing@pswid.org). Please include a letter of interest, and compensation requirements.