



Mountain Peak Special Utility District

5671 Waterworks Road, Midlothian Texas 76065

Office #: (972) 775-3765 Fax #: (972) 775-6508

This institution is an equal opportunity provider and employer

The District is seeking a professional who is a proven leader and self-starter with the initiative to help move the District forward in a rapidly growing environment! Salary negotiable and dependent on qualifications.

Salary subject to education, license and/or experience

Minimum Qualifications:

- Excellent written and verbal communication skills
- Project Management Experience
- Proven ability to adapt to quickly changing environments
- Must live in or move to within 15 miles of the system
- Utility management experience, preferably water distribution or capacity to obtain required licenses within two years of hire.

Preferred Qualifications:

- Experience as a manager in a water utility District
 - A Texas Water Distribution or Ground Water License Class A
 - Bachelor's degree in either Business, Finance, Accounting, Management or Human Resources –
- Experience may be substituted for education

JOB PURPOSE

The General Manager oversees the operations, finances and any other business of the District, ensuring alignment with its mission. Acts as the liaison with community members, local, state, and federal officials, the Region "L" Planning Group, and represents the District in public meetings, hearings, and other forums to further the District's goals.

DISTRICT REPORTING

Reports directly to the President and Board of Directors, ensuring all functions of the District are conducted properly and performing other duties as assigned. Directs all agents and professional consultants, supervises staff, provides leadership and guidance to employees and contractors, delegates tasks, and maintains responsibility for achieving the District's objectives. Organizes meetings with Staff, contractors and developers as well as city officials, other Districts and WSCs and

participates in Committees established by the President or Board.

DUTIES AND RESPONSIBILITIES

- Keeps the Board informed on the District's conditions, operations, and key influencing factors.
- Authorized, along with other officers to execute Board-approved banking transaction documents, real estate documents and project documents, with legal counsel, possible engineering review.
- Can approve emergency contract(s) or approvals for continued (emergency) performance of the staff and contractors and report to the Board as necessary for ratification.
- Executes contracts as authorized by the Board, including real estate documents, and ensures Board policies are implemented in compliance with TCEQ requirements
- Oversees regulatory compliance for all development, storage, and delivery programs. Manages construction projects and ongoing programs with detailed oversight while delegating daily functions appropriately.
- Prepares proposed budget for approval by the Board of Directors prior to the start of the fiscal year and managers expenditures throughout the year to ensure all departments comply to budget requirements or present justification to the Board of Directors to modify/increase budget.
- Manages approved and funded Capital Improvement Projects, providing monthly status updates and financial tracking reports.
- Ensures accuracy in the District's financial data, reports, accounting, and payroll.
- Directs the District's public information program and maintains relationships with public and private organizations, enhancing the District's position. Works closely with the Board to build effective relationships with legislators, agencies, community leaders, and the public.
- Plans, formulates, and recommends policies and programs for Board approval to further the District's objectives.
- Oversees hiring of employees, agents, and consultants, ensuring compliance with state and federal laws and Board policies.
- Ensures Directors receive necessary or requested training, including Open Records and Open Meetings Act training, Investment Officer training, ethics, and conflict of interest training.
- Maximizes staff utilization by defining duties, setting performance standards, conducting reviews, and recommending a competitive salary structure. Arranges an audit when directed by the Board.
- Responsible for compliance with all State and Federal regulations including but not limited to Public Funds Investment Act, Public Information Act, and applicable labor laws.
- Creates and maintains a strategic plan.
- Performs other duties as assigned, working with the Board to ensure smooth operation of the District, legislative program execution, and interaction with local and state agencies.

How to Apply / Contact

Complete a Mountain Peak Special Utility District application, attach your resume, a letter of interest outlining your fitness for the position and a list of three (3) professional references with name, address, email address and telephone number.

Mail sealed package to:

Or email to: randelkirk@mtpeakwater.com

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