

Gene Tautges, President/Chairman
Alex Boehmer, Vice President
Bill Hudson, Secretary



Alex Boehmer, Treasurer
Bruce Jones, Jr., Director

DISTRICT MANAGER

The Board of Directors (“Board”) chooses to appoint a District Manager (“Manager”) who serves at the pleasure of the Board. This full-time position is responsible for the overall administration of the water and wastewater systems and the direction of District employees. The District Manager reports directly to the Board and is responsible for providing information and guidance to the Board and carrying out its directives.

The Manager meets these responsibilities through supervisory staff and skilled trades assigned to the operations. The Manager is responsible for federal and state regulations governing public health and environmental protection associated with the treatment and delivery of potable water and collection, treatment, and discharge of wastewater.

Experience and technical skills and/or aptitude in utilities, water and wastewater operations, accounting/finance, construction and/or engineering, while not required, will be beneficial. Qualified candidates shall also possess excellent communication skills with the ability to communicate effectively with the Board, District staff, residents, other governmental agencies, contractors, consultants, legal counsel, and engineers.

ESSENTIAL JOB FUNCTIONS/DUTIES:

The incumbent in this position must be able to successfully perform the following essential job functions and duties:

- The ability to analyze, delegate, and organize
- Enforce District’s rules and policies regarding employee conduct by advising all assigned employees about the District’s rules and policies on employee conduct, issuing verbal warning, and written reprimands for violations and implementing progressive disciplinary action as necessary
- Know and understand requirements of applicable permits, laws, and regulations
- Supervise operators and develop work schedules, approve time off, and discipline subordinates as necessary
- Responsible for developing and maintaining written delegation plans, tasks, and activities for subordinates
- Telephone answering and inquiries on District operations
- Communications with other local agencies
- Response to engineering and developer inquiries on utility services
- Attend meetings of the Board of Directors
- Preparation of board meeting agenda packet and minutes
- Maintaining files and maps
- Supervising line repairs and maintenance
- Follow-up with action items defined at Board Meetings
- Maintain files and records as required by regulatory agencies

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- Perform overall system inspections
- Attend bi-weekly manager/ORC meetings
- Attend training seminars as required or recommended
- Contribute to the overall success of the District by performing other duties as needed

Knowledge, Skills and Abilities:

- Extensive knowledge of the operation of a water treatment plant and distribution systems, wastewater treatment plant and collection systems, and water reservoir management; basic knowledge of chemistry, laboratory testing procedures, and process control related mathematical calculations; MS Excel, MSWord and general database reporting.
- Must know and understand requirements of applicable permits, laws and regulations.
- Ability to learn and apply department policies and procedures; make appropriate decisions in an industrial setting; adapt to change; be a member of a team; deal with conflict effectively; exhibit patience and composure in difficult situations; take initiative and follow-through on projects; report status of on-going projects to rest of staff on timely basis to ensure time lines are met and staff are informed; work independently, safely, and execute judgment appropriately; communicate effectively both orally and in writing; review and analyze information and formulate logical recommendations; interact with the public and other entity employees in a positive and informed manner and be willing to receive corrective feedback in a positive manner; and ability and commitment to support the District's leadership goals, objective, and organizational needs.

Materials and Equipment Directly Used

Personal computers and printers; calculators; District vehicles; hand tools; power tools; diagnostic tools; hazardous and non-hazardous chemicals; personal safety equipment; typical wastewater treatment plant equipment such as pumps, pipe systems, blowers, mixers, bar screens and valves; lawn mower; snow blower; dump truck; front end loader and forklift.

Physical Demands and Work Environment

The physical demands and work environment 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 job functions. Request for reasonable accommodation(s) must be made to the Pagosa Area Water and Sanitation District Human Resources Department.

Environmental factors would include exposure to: weather conditions; loud noise; high humidity; odors; confined spaces; poor air quality; bio-hazardous aerosols; hazardous chemicals; rotating equipment; open tanks; electrical equipment; and tripping hazards.

Interpersonal communications include contact with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented.

EDUCATION, EXPERIENCE, AND FORMAL TRAINING:

- High school graduation or equivalent
- A minimum of ten years multi-disciplinary experience, and five years management-level experience with multi-disciplinary responsibilities, preferably executive, involving many or all of the following: operations and administrative management, budget preparation and management, multi-department hiring, HR, customer service management, and high levels of public accountability.

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LICENSES OR CERTIFICATES:

- Have or have the ability to get necessary certifications under the Colorado Certified Water Professional Program.

This job description is not intended to be an exclusive list of all duties, responsibilities, or qualifications associated with the job. Nothing in this job description restricts Districts ability to assign, reassign, or eliminate duties and responsibilities of the job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the District's current assignment of essential functions. Those functions may change at any time as the needs of the District change or for other reasons deemed appropriate by the District.