

Mountain Lakes District

Facilities and Water Manager Job Description

Job Title: Facilities and Water Manager

Department: Facilities Maintenance and Water Department

FLSA Classification: Non-Exempt Permanent Full-Time

Pay Level: Hourly

Reports to: Board of Commissioners

Position Type/Expected Hours:

Full-Time Permanent Employee – 40 hours per week. Additional hours may be necessary as needed to perform the essential duties and responsibilities of the position.

Job Summary: This position performs a broad range of responsible work relative to the maintenance of Mountain Lakes District (MLD) buildings and facilities along with the safe and efficient operation of the MLD Water Department. This position works closely with the District Administrator, the Board of Commissioners, and the general public and oversees outside vendors and contractors. Supervision and direction come from the MLD Board of Commissioners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Maintenance and Improvement of MLD Facilities:

- Monitors conditions of all MLD buildings, grounds, equipment and recreation areas, and is responsible for maintaining all in good repair and ensuring they are attractive, clean and safe for community use.
- Identifies and documents preventative maintenance projects and determines the most efficient and cost-effective of completion (in-house or contracting work to outside entities).
- Performs or oversees routine preventive maintenance on all MLD facilities, documents required repairs and improvements, and provides reports showing the status of each project.
- Estimates time and extent of repairs and is responsible for completing work and repair orders in a timely and cost-effective manner.
- Oversees work with outside contractors, including securing bids for required work, evaluating proposals, and providing information and recommendations to the District Commissioners.
- Schedules, attends and reports on required inspections of MLD facilities and equipment, and oversees corrections of any deficiencies or violations found.
- Evaluates and documents short and long-term goals for improvement to MLD buildings, grounds, equipment and facilities.
- Attends Board of Commissioners meetings and provides a report with overall facility status and maintenance incidents, concerns, and project reports.
- Participates in the annual budget process to provide financial requirements for facility maintenance.
- Maintains materials and supply inventories for the Lodge and Office building.

B. Water Department Operation:

- Oversees and monitors the MLD Water Department distribution system in accordance with the MLD Water Department mission statement: *Mountain Lakes District is a public agency that is dedicated and committed to serving present and future residents in a service-oriented manner by:*
 - *Providing safe, reliable, high quality drinking water while meeting and or exceeding all regulatory requirements in a cost-effective and environmentally responsive manner.*
 - *Pursuing alternative resources with the most sustainable, efficient and cost-effective approaches.*
- Oversees work of outside contractors, including emergency repair contractors.
- Secures and evaluates bid proposals for non-emergency work, provides information and recommendations to MLD Commissioners and Water Committee, then schedules and oversees outside contractors to project completion.
- Performs state required water testing, submits samples, files reports, and acts on testing results as needed. Communicates testing results to MLD Commissioners and residents, and completes and distributes the annual Consumer Confidence Report.
- Schedules, attends and reports on required inspections, and performs or oversees corrections of any deficiencies or violations found.
- Attends Water Committee meetings and provides overall water system status and water-related incidents and concerns.
- Participates in the annual budget process to provide financial requirements for the MLD Water Department.
- Maintains materials and supply inventory for MLD Water Department repairs and new hook-ups.

C. Office Administration

- Researches and purchases needed items and services in accordance with the MLD Financial Policies and Procedures, and provides documentation to the District Administrator on a timely basis.
- Maintains, researches, compiles and files required MLD and state reports.
- Maintains facility maintenance records and MLD Water Department records and maps.

D. Other Duties & Responsibilities

- Maintains a polite, informative and professional manner at all times.
- Assists the general public, residents, and water customers with answers to inquiries and concerns.
- Performs other duties as may be specified by the MLD Water Tariff and the State of New Hampshire as the licensed MLD Water Operator, and other applicable duties as may be directed by the District Administrator and the MLD Board of Commissioners.

E. Supervisory Responsibilities

- Seasonal maintenance assistant(s).

- Outside contractors performing facility maintenance or MLD Water Department maintenance, repairs or improvements.

F. Requirements

- Competencies
 - Knowledge of maintenance tools and equipment.
 - Ability to complete assignments successfully and in a timely manner.
 - Ability to provide input relative to planning, organizing and evaluating the effectiveness of the facilities maintenance and MLD Water Department operation efforts.
 - Ability to communicate effectively in oral and written form.
 - Ability to establish and maintain effective working relationships with MLD officials and employees, Town officials and employees, state and federal authorities, residents and the general public.
- Skills required include:
 - The ability to use tact, discretion, initiative and independent judgment within established guidelines.
 - The ability to research, compile and summarize a variety of information.
 - The ability to organize work, set priorities, meet deadlines, and follow-up on assignments with minimal supervision.
 - The ability to maintain detailed records and organized files.
 - The ability to use word processing, GIS mapping and other computer software.
 - The ability to use general office machines – phone, copier, fax, camera.
- Education/Experience
 - HS diploma or equivalent
 - Valid NH driver's license
 - NH Class I Water Operator license or ability to obtain one within 1 year.
- Work authorization/security clearance:
 - U.S. Citizen or authorized to work in the U.S.

Work Environment/Physical Demands:

The work environment characteristics as described herein are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is typically performed in an office, at MLD facility sites, and outdoors. While performing the duties of this job, the employee may be exposed to moving mechanical parts; heights; cramped spaces; tunnels, ditches, and other hazards related to construction sites and equipment; loud noises and vibrations; dirt; fumes; gases and airborne particles; dilapidated structures and buildings; outside weather conditions; construction debris and electric shock. The work may require the use of protective devices such as masks, goggles, gloves, hard hat and or foot protection. Work may involve working under conditions of stress and physical discomfort.

Travel

The employee is required to travel throughout MLD during daily duties and an MLD vehicle will be provided. The employee is expected to attend MLD meetings such as those of the Water Committee and Budget Committee to report and advise on matters of facility maintenance and MLD Water Department operation.

EEO Statement: MLD is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disabilities, marital status, veteran status, political affiliation, or any other factor protected by law.