

**OLIVEHURST PUBLIC UTILITY DISTRICT**

**RESOLUTION NO. 2068**

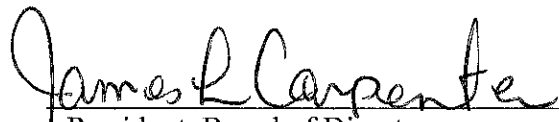
**A RESOLUTION AMENDING REQUIREMENTS  
FOR THE POSITION OF GENERAL MANAGER**

BE IT RESOLVED AS FOLLOWS:


The Board of Directors of the Olivehurst Public Utility District finds that it is necessary to amend the job description for the position of General Manager, and does so according to the attached job description.

PASSED AND ADOPTED THIS 18<sup>th</sup> DAY OF MARCH 2004.


OLIVEHURST PUBLIC UTILITY DISTRICT

  
\_\_\_\_\_  
President, Board of Directors  
Olivehurst Public Utility District

ATTEST:

  
\_\_\_\_\_  
Deputy Clerk & ex-officio Secretary

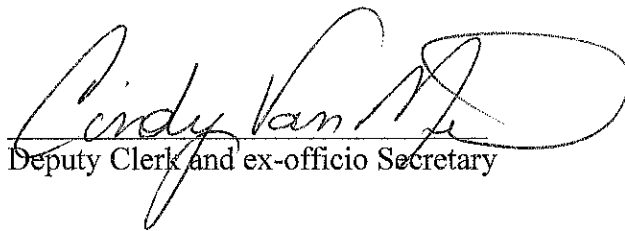
APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY

  
\_\_\_\_\_  
Legal Counsel

\* \* \* \* \*

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly adopted and passed by the Board of Directors of the Olivehurst Public Utility District, Yuba County, California, at a meeting thereof held on the 18<sup>th</sup> day of March 2004, by the following vote:

|                             |   |  |
|-----------------------------|---|--|
| AYES, AND IN FAVOR THEREOF: |   | Director Patty, Donahue, Brown, Miller, and Carpenter. |
| NOES                        | : | None.  |
| ABSTAIN                     | : | None.  |
| ABSENT                      | : | None.  |

  
Deputy Clerk and ex-officio Secretary

**OLIVEHURST PUBLIC UTILITY DISTRICT**  
**GENERAL MANAGER**

**DEFINITION**

As General Manager, oversees the organization and operation of all utilities owned and operated by the District. As Chief Administrative Officer of the District, implements the directives issued by the Board of Directors in accordance with the ordinances, resolutions, and motions of the District consistent with the Public Utilities District Code of the State of California.

**DUTIES**

Serves as the Chief Administrative Officer to the Board of Directors. Expedites and administers all business matters of the District, and of each operational division of the District; organizes the agenda and all informational materials for printing and distribution to the Board of Directors and other appropriate members of the District's staff; attends all Board of Directors meetings, and other meetings and public functions as directed by the Board of Directors as representatives of Olivehurst Public Utility District.

With the Board of Directors' direction approval, it shall be the duty of the General Manager and Chief Administrative Officer to plan, prepare, monitor, and exercise control over all budgetary matters for the District, and of each of the utility functions exercised thereby. The General Manager shall review all bills and approve for payment those that are acceptable. The General Manager shall serve as the Chief Personnel Officer for the District in administering the Civil Service Ordinance, and the Meet and Confer Agreement with appropriate employee representative organizations, and shall advise and consult with the Board of Directors on the appropriate units for representation as may be requested by the Board.

The General Manager of the District is in charge of all operations and maintenance of District equipment and facilities, including:

1. An activated sludge wastewater treatment facility and wastewater collection system with 10 lift stations.
2. A domestic water well system composed of supply wells, Water Treatment Plant, and a grid-type distribution system.
3. A Parks and Recreation Division, including softball field, swimming pool, tennis court, youth center building, and family park areas.
4. A District Street Lighting Division.
5. Business Office and Equipment, the Corporation Yard, buildings, and equipment and rolling equipment.
6. A District Fire Department including Fire Station and appropriate vehicles, facilities and equipment.

The General Manager of the District shall review all proposed subdivision and industrial plans to insure conformance to District's standards and requirements for the services provided by the District. The District's General Manager administers all contracts and agreements that may be entered into with developers, contractors, builders, including rehabilitation and new construction projects.

The District's General Manager consults with legal counsel for all legal opinions concerning the District; consults with engineers for all the engineering required by the District; and consults with representatives from various State agencies with reference to the District's conformance to their requirements.

The General Manager meets with affected local business representatives, attends the Board of Supervisors of Yuba County meetings on behalf of the District, and various other meetings, representing the District as directed by the Board of Directors.

The General Manager of the District shall be involved with and deal with many and various kinds of situations involving the operation of the utility system, the financial affairs of the District, general business, personnel, operation and maintenance, domestic water wells, pipelines, sewer lift stations, wastewater treatment facilities, and parks and recreation activities. The incumbent in this position should have an educational and experience background related to general business, engineering, political science, and financial management and supervision. The General Manager of the District shall supervise and coordinate the functions of the various managers of each subordinate utility function performed by the District, including the Parks and Recreation Division, the Fire Department, wastewater treatment system, the domestic water system, the street lighting system, and any other District utility functions implemented by or purchased by Olivehurst Public Utility District.

### **QUALIFICATIONS**

Minimum of Associates degree, or equivalent, in business administration or other District related business, such as engineering and five years management experience. Shall have experience in the engineering of, or the operation of, water and sewer systems.

Certification in other areas of operation and maintenance of water and sewer systems, other than those required.

Maintain current familiarity, through refresher courses, and other appropriate educational courses, areas of business administration, District financing, and operation of various District utility functions.

Established skills and experience in personnel negotiations and management.

### **SPECIAL DESIRED REQUIREMENTS**

Current State of California Water Quality Control Board issued Grade IV Wastewater Treatment Plant Operator certificate, or higher, State of California Grade II Water Treatment Plant Operator certificate, and State of California Grade II Distribution Operator certificate.

### **JOB QUALIFICATION REQUIREMENTS**

The use of a District vehicle or personal vehicle on District business is routinely necessary for this classification. Therefore, in order to qualify for this position, the following requirements must be met at the time of evaluation for the position, and individuals throughout the employment with the District must maintain these requirements. Failure to maintain these requirements would disqualify the applicant from further consideration, and will serve to disqualify the individual from continuing to serve in said position, if he is hired.

1. Possession of valid California Drivers License.
2. Must be insurable by the District's liability insurer.

The General Manager of the District will serve at the pleasure of the Board of Directors, and may be terminated without cause upon 60 days written notice, provided that at the direction and with the approval of the Board, the District may enter into an employment agreement with the District General Manager providing specific terms and conditions for the employment of the General Manager.