

Mountain Water and Sanitation District

Position: District Superintendent

Reports to: Board of Directors

Status: Full-time, Exempt

Mountain Water and Sanitation District is a Colorado special district providing water and sanitation services to residents of Kings Valley Custom Resort in Conifer. There are 385 residences.

Position Summary: The Superintendent is solely responsible for the operation and maintenance of the District water distribution, sanitation collection and wastewater treatment systems in an efficient and responsible manner in compliance with all applicable local, state and federal law. The superintendent is responsible for supervising staff and working with residents, property owners, vendors, contractors, consultants, government regulatory agencies, etc.

Specific Responsibilities/Accountabilities:

1. Work with the Board of Directors to set goals, to make recommendations regarding the annual budget, and to address and solve current issues and problems.
2. Attend twice monthly Board meetings and present written and oral reports on current issues and events.
3. Hire and supervise assistant superintendent and secretary, including a written annual evaluation.
4. Keep accurate financial records and work with contract bookkeeper.
5. Ensure the District complies with all local, state and federal regulatory requirements.
6. Operate and maintain all wells, well houses, tanks and wastewater treatment plan.
7. Supervise monthly meter readings and quarterly well monitoring.
8. Represent the District with residents, property owners, vendors, contractors, consultants and state and federal regulatory agencies.
9. Maintain a strong working knowledge of national, state and local regulations and issues regarding water and wastewater.
10. Other duties as assigned by the Board.

Required Qualifications:

1. Bachelor's or associate's degree highly desirable.
2. Five years of progressively responsible water and sewer operations and maintenance experience, including a minimum of two years as supervisor.
3. Required operator certifications:
 - a. Class C water operator
 - b. Class B Wastewater operator
 - c. Collection certificate
4. Skills in computer programs, including Excel, Microsoft Word and Internet communication.
5. Good written and oral communication skills.
6. Ability to maintain accurate bookkeeping records.

Demands and Physical Working Conditions:

1. Professional office environment.
2. Hands-on participation in the maintenance and repair of District facilities.
3. Expected to work for several hours on designated weekends/holidays to oversee operation of the District systems. Availability for after-hours emergencies required.
4. Daily interaction with the public including residents, property owners, vendors, contractors, consultants, government regulatory agencies, etc.
5. Handling of some confidential material.
6. Frequent high pressure demands.
7. Use of district vehicle in District-related work.
8. Compliance with rules and regulations of the District, and local, state and federal governments.
9. Physical demands may involve lifting up to 60 pounds.