



South Harrison Water Corporation

P. O. Box 548

Corydon, IN 47112

Phone: 812-968-3425 Fax: 812-968-3713

www.southharrisonwater.com

Title: General Manager

Status: Exempt

Summary: The General Manager for South Harrison Water Corporation oversees, directs, and coordinates all aspects of the management, treatment, maintenance, and repair of the water system. This position reports directly to the Board of Directors. Must be self-motivated, dependable, expect excellence, possess high integrity, have demonstrated communication skills, and the ability to identify priorities and manage projects.

Job Duties

- Ensure water system operates under normal and emergency conditions by scheduling personnel, overseeing equipment maintenance, and monitoring plant performance to meet water quality standards.
- Perform regular inspections of the water system and collect data from personnel, preparing daily and monthly reports regarding water quality and the conditions of plant equipment.
- Direct preventative maintenance throughout the water system in a cost-effective manner, monitoring records of work scheduled and performed.
- Prepare annual operating and capital improvements budget for approval by the Board of Directors. Authorize and monitor subsequent expenditures.
- Ensure standards, policies, procedures and processes, as well as overall system security are carried out and enforced.
- File reports with required agencies, manage personnel, and interact with customers.
- Approve employee payroll and authorize staff assignments and overtime pay.
- Work with the Board of Directors on long range planning.
- Coordinate with consulting engineers and contractors on construction projects and repairs.
- Maintain a healthy and safe work environment.

Knowledge, Skills, and Abilities

- Excellent written and verbal communication skills.
- Ability to work independently with minimal oversight.
- Demonstrated ability to manage people with different skill sets and personalities.
- Proficiency with digital devices, as well as database, spreadsheet, word processing, and GIS software.
- An understanding of customer service excellence and community relations.
- Ability to understand financial reports, project income and expenditures, propose budgets and work within fiscal constraints.

- An understanding that work conditions may include extreme temperatures, noise, and wet or otherwise uncomfortable situations including walking for long distances on sometimes uneven terrain.

Required Qualifications

- Bachelor's degree from an accredited college or university in industrial management, business administration, engineering, or related field. Equivalent experience may be substituted for education requirement.
- Three years' experience directly supervising a team of employees.
- Must possess and maintain a valid driver's license and insurable driving record. Indiana driver's license required within six months of hire date.
- Must be able to pass background check and drug screening.

Preferred Qualifications

- Demonstrated experience in utility operations and management.
- IDEM DSL and WT3 operator certifications or willingness to be certified within 12 months.

South Harrison Water Corporation offers a comprehensive benefits package including:

- Salary range begins at \$75,000 based on experience
- Health and Dental Insurance
- 401(k) plan with company match
- Paid holidays, vacation, and sick leave
- Paid life insurance
- Short term disability

Interested applicants should submit a resume and cover letter to President, Board of Directors, South Harrison Water Corp., P.O. Box 548, Corydon, Indiana 47112, or by email to Allen@southharrisonwater.com.

Resumes accepted thru Friday June 10, 2022, or until filled

South Harrison Water Corp. is an equal opportunity employer.