



Cabazon Water District

14618 Broadway St. • PO Box 297
Cabazon, CA 92230

GENERAL MANAGER JOB DESCRIPTION

Presently the Cabazon Water District (the "District") services around 1,000 connections. Its major facilities consist of 4 wells and 4 reservoirs. The staff consists of 6 employees including the General Manager ("GM"). The annual budget is approximately 1.5 million dollars. The General Manager is hired by and reports monthly to the Cabazon Water District's five member elected Board of Directors.

The GM hires all other employees and is responsible for all company facilities and activities. The ideal candidate will be an experienced, strategic, results-oriented leader with a participative management style who is closely involved with the daily operations of the District, its staff, and its customers. This individual will have an in-depth understanding of the operation and maintenance of potable water operations as well as the design and installation of new facilities, and will have a working knowledge of applicable federal, state, and local codes and regulations related to potable water treatment, distribution, cross-connection control, risk management programs, and safe work practices.

In addition, the candidate will have experience and/or education in small business administration including employment laws, accounting, planning, budgets, contracts, and insurance. Salary is to be determined based on experience and other factors, with excellent benefits. Minimum in water utility systems is preferred. A high school diploma and at least 18 units combination of related college level classes, technical or professional training and experience in public water utility system operations may be substituted.

At least three years of the required experience must be in a supervisory capacity.

Special Requirements:

- Must possess a valid California Class C driver's license
- Possesses / acquires California Distribution and Treatment Operator's certificates both minimum Grade 2

Benefits:

- Dental insurance
- Health insurance
- Retirement plan
- Vision insurance

Apply by submitting your application and cover letter in-person, by mail, email, or FAX. In your cover letter or resume please describe your experience to the requirements and duties noted above.

- Physical address: 14618 Broadway St. Cabazon, CA 92230
- Mailing address: P.O. Box 297 Cabazon, CA 92230
- Email: info@cabazonwater.org
- Business: (951) 849-4442
- FAX: (951) 849-2519