

MARSHALL MUNICIPAL UTILITIES

OFFICE AND MANAGEMENT
JOB DESCRIPTION

Revised 06/18

TITLE: General Manager

JOB LOCATION: 75 E. Morgan, Marshall, MO

NORMAL WORK SCHEDULE: 7:00 a.m. to 4:00 p.m., Monday-Friday. Includes after-hours and weekend duty during emergencies, for meetings, and as necessary to accomplish priority work.

BASIC DESCRIPTION OF WORK: Manages MMU according to policy and regulations set by a governing board and performs various administrative and management functions related to MMU in general and as directed by the Board with responsibility for the financial condition, morale, planning, technical expertise and public image of MMU.

The following education and/or experience are desired for this job:

- College degree in engineering or business, or related education
- Ten years related utility experience or fifteen years equivalent experience with at least 5 years on a management level
- Familiarity with budgeting, personnel administration, office procedures, city governmental functions, State and Federal regulations, waterworks, electric power generation, transmission and distribution, natural gas, Internet and wastewater operations

This job requires the following,

- (1) at the time of hire:
 - a. Professional registration, if applicable
 - b. Valid Missouri Class F Driver's License
 - c. Telephone (landline at residence or cellular)
- (2) obtained on the job:
 - a. Residency within or in close proximity to Marshall

PRIMARY DUTIES OF JOB: Provides creative leadership over all functions of MMU. Keeps abreast of current policies, laws and regulations concerning water, electric, natural gas, Internet and wastewater utilities and recycling operations. Institutes necessary actions to keep operations within compliance. Develops and recommends policies to enhance the operations of MMU. Maintains communications with elected and appointed officials, the public, employees, key customers, and the news media. Represents MMU at meetings. Evaluates employee performance and takes disciplinary action as necessary. Promotes and enforces safety rules.

SECONDARY DUTIES OF JOB: Creates conceptual plans for improvement of MMU and of the community and develops those plans into projects. Manages projects through completion of construction. If registered, supervises development of certain engineering plans and seals such plans. Develops and implements key customer programs. Files government reports and maintains departmental records. Keeps necessary business and personnel records as may be required.

To do this job you must be able to:

- Make creative decisions
- Function with rapport regarding suppliers, engineers, contractors, the general public, employees of MMU and management
- Operate personal computer; includes work with word processing and spreadsheets
- Communicate effectively, in English, verbally in person by telephone/radio, and through written material including correspondence, policy statements and agreements
- Read and understand maps, blueprints, and easements
- Project a positive image of MMU at meetings
- Apply basic math skills such as averages, greater than, less than
- Operate, understand, and manipulate computer files
- Wear standard safety equipment including hard hat and eye and ear protection
- Work safely alone and with others in a compatible manner

PHYSICAL DEMANDS:

- 1) Inspect job sites in remote areas accessible only by foot
- 2) Walk, climb, and descend ladders and stairs
- 3) Lift 20 pounds
- 4) Travel by automobile and public transportation to meetings at various locations

ENVIRONMENTAL CONDITIONS: Normally an office environment. May be subjected to weather conditions.

SUPERVISION RECEIVED: Works under policy guidance of the Board of Public Works.

SUPERVISION GIVEN: Supervises directors of all departments, Human Resources Manager, Executive Secretary, and other employees as needed.