

## **Employment Opportunity**

### **General Manager**

The Diana Special Utility District Board of Directors is looking to recruit its next General Manager. The current General Manager and the current Field Manager, who has guided the district for the past 36 and 37 years respectively, will retire in 2026. The Board intends to combine the two positions into one.

Reporting directly to the Board of Directors, the next General Manager will guide a team of six employees through a period of major capital investment and long-range resource planning. The district has 2,587 water customers, nine water wells, three treated surface water intake points, five pressure system water pump stations and a twenty-one-day oxidation pond wastewater treatment plant. The district has a service area of approximately ninety-three square miles in Upshur, Harrison, and Marion Counties in East Texas.

This is a rare opportunity for an experienced utility leader. You can view the full job description below.

Resumes may be delivered to our office at 1716 US Highway 259 South, Diana, Texas, by fax (903) 663-5031 or by email to [waterdistrict@dianasud.org](mailto:waterdistrict@dianasud.org).

## **General Manager**

### **Full Time Water / Wastewater Operations**

Position will remain open until it is filled.

#### **Position Summary:**

This position supervises the utility maintenance crew and the water/wastewater infrastructure and systems. This position also prepares the annual budget, conducts utility inspections, and makes final decisions.

#### **Essential Job Functions:**

- Maintains the water and wastewater systems by repairing water and sewer main breaks.
- Assists in the operation of equipment used to repair and maintain water and sewer systems.
- Responds to complaints from citizens and assists them with their needs.
- Supervises the work crew as they perform maintenance and repair the water/wastewater lines and mains.
- Assign duties and prioritize assignments to the crew leader.
- Hire and trains new personnel.
- Orders essential parts for work crew to complete assigned tasks.
- Maintains personnel time sheets.
- Ensures the proper safety procedures are met.
- Conducts utility inspections and field inspections.
- Responds to emergency calls from the field.
- Monitors expenses and manages budget requests.
- Assists in preparing the annual utility budget by compiling previous and future projections for customer service, ground water production and distribution, and wastewater treatment plant budgets.
- Prepares bid projects for unit pricing.
- Manages GIS mapping system.
- Meets with contractors and make on-site decisions on plan changes.

#### **Education and Experience:**

High school diploma or GED equivalent is required.

Minimum of three (3) years utility maintenance experience, including experience as a supervisor, or an equivalent combination of education and experience.

### Knowledge, Skills, and Abilities:

- Ability to interpret and apply established rules, regulations, and procedures related to utility maintenance.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to supervise and monitor performance for a group of employees or work units.
- Skill in the operation of equipment, such as backhoe, front loader, track hoe, etc.
- Ability to operate a variety of hand tools and equipment.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Good knowledge of waste and wastewater systems and its operations.
- Ability to evaluate, observe, and inspect the effectiveness of optional processes and equipment.
- Skill in the use of PC, tablets, and related software applications such as Microsoft Office, Excel, etc.
- Ability to be punctual and attend work regularly.

### Special Requirements:

Subject to be on-call during non-working hours.

Must be available to work during severe weather events.

This position is subject to random drug and alcohol testing during employment.

### Licenses & Certifications:

TCEQ Water Operator Class C is required; TCEQ Wastewater Class C is required or must be obtained within thirty (30) months of employment.

Must possess and maintain a valid driver's license with acceptable driving record as established by the State of Texas driving standards.

### Work Environment:

Work is primarily performed outside with frequent exposure to extreme/inclement weather conditions. May be exposed to moving traffic, heights, confined spaces, trenches, noise, fumes, hazardous chemicals, infectious diseases, body fluids, air and water borne pathogens, irritating plants, rodents, and insects. Heavy physical labor requires physical strength and agility. Requires continuous physical effort in working with, lifting, carrying, and pushing heavy objects. May be subject to repetitive motion and heavy manual labor such as painting, lifting, and carrying heavy containers. May be subject to extended periods of sitting, standing, bending, reaching, kneeling, entering confined spaces, climbing ladders, mowing, weeding, and operating equipment.