

CASS COUNTY RURAL WATER DISTRICT NO. 2
ELMWOOD, NEBRASKA

POSITION DESCRIPTION

POSITION TITLE: Manager

PURPOSE: To plan and direct the operations of the Cass County Rural Water District Number 2, Elmwood, Nebraska. To represent the District in a way as to assure all customers receive equal service and treatment and that water quality and quantity is maintained at all times.

EMPLOYMENT CATEGORY: Permanent, full time. Base salary commensurate upon experiences. Benefits are 27 % of base salary in flexible benefits; 7 % retirement; and, term life insurance. Position reports to Board of Directors.

APPLICANTS FOR THE POSITION: Send resume to Chair, Board of Directors, Main Office, Cass County Rural Water District Number 2, P.O. Box 195, 108 South 4th Street, Elmwood, Nebraska 68349, phone 402-994-2555

POSITION AVAILABLE: July 1, 2018 or until filled.

POSITION REQUIREMENTS:

Education-

1. Required: High School graduate.
2. Preferred: Associate or Bachelor degree in water related management
3. To be certified with a Grade 4 license by the State of Nebraska Department of

Health and Human Services, Regulation and Licensure Division. To take courses to maintain the necessary certification. It shall be mandatory to obtain a Grade 3 license within a two-year period of employment.

Human Relations-

To work effectively with people of different skills and personalities. To manage District employees. The Manager is expected to be professional in conduct at all times.

Organizational-

The Manager reports to the Board of Directors. To hire, train, manage and evaluate District employees. To work with engineering, legal, accounting, communication, neighborhood, governmental, construction and testing consultants and firms.

Management-

To take leadership in setting the future direction of the District. To assure budgets and inventories are appropriate and communication systems for managing the District are in place and utilized. A working knowledge of the operation, safety and management of a rural water distribution system is necessary.

Other-

A valid Nebraska driver's license is required.