RESOLUTION #377

CHESTER PUBLIC UTILITY DISTRICT
CHESTER FIRE DEPARTMENT

Adopting a General Manager Job Description

WHEREAS, the Chester Public Utility District is a public agency located in the County of Plumas, State of California, and

WHEREAS, Article 7 of policy and procedures requires the Board of Directors to adopt by resolution a job description for all officer positions for the district, and

WHEREAS, the Chester Public Utility District has modified the original job description for General Manager / Fire Chief,

NOW THEREFORE BE IT RESOLVED that the Chester Public Utility District Board of Directors adopts the job description for General Manager dated 12/14/2015.

PASSED, APPROVED AND ADOPTED this twelfth day of January, 2016.

Chairman

ATTEST:

I, Cheryl Johnson, Board Secretary/Clerk of the Chester Public Utility District, hereby certify that the foregoing resolution was duly passed at a regular meeting of the Chester Public Utility District held on the 8th day of September, 2015 by the following vote:

Ayes: 3 Director Scott, Director Thompson, Director McIntire

Noes: 0

Abstain: 1 Director Tobin

Absent: 1 Director Knapp

Board Secretary/Clerk

Chester Public Utility District

P.O. BOX 503
CHESTER, CALIFORNIA 96020
(530) 258-2171

Chester Public Utility District

General Manager

12/14/15

The General Manager is the executive officer for the Chester Public Utility District and is responsible for all district affairs. This position is directly accountable to a 5 member Board of Directors and provides oversight and supervision for Water, Sewer, Streetlights, Refuse, Recycling, Fire and Emergency Medical Services to an unincorporated community of 2,500 residents.

Good organizational and communication skills as well as possessing the ability to multi-task and manage detailed operations are essential. Knowledge of the requirements and regulations for water & sewer services are preferred components of this position. Knowledge of emergency service operational elements is helpful but not a required component.

Professional appearance, conduct and courtesy are imperative as this position represents the district to both the public and governmental officials. This position interacts with other governmental entities at Federal, State and Local levels to assure compliance and effective operations.

Responsibilities:

- Directs and supervises activities of all employees within the District.
- Assures compliance with Federal, State and Local regulations for water and waste water operations.
- Assist the Board of Directors (BOD) in developing Policy and Procedures for District employees and will ensure that District employees will be in compliance.
- Development, maintenance and implementation of Memorandum of Understanding (MOU's), agreements and contracts with Federal, State, Local government and private entities.
- Interface and maintain positive relationships with other governmental entities. Maintain positive communication techniques with the Board, Staff and Public.

Article 5. Objectives

Section 500.0

The purpose of these Rules and Regulation is to provide order and direction to the relationship of all members, paid full-time, part-time, or volunteer, to the Chester Fire Protection District.

Section 501.0

Both the members and the District recognize their mutual obligation to cooperate with each other to assure maximum service of the highest quality and efficiency to the citizens of the District.

Article 6. Scope

Section 600.0

These procedures shall apply to all members. The Rules and Regulations governing the Chester Fire Protection District may be reviewed and updated at any time, by majority vote of the Board.

Article 7. Job Description Summary

Section 700.0 Full-time Firefighter/Paramedic:

The Board of Directors shall adopt by Resolution a job description for this position.

Section 701.0 District Clerk/Fiscal Officer

The Board of Directors shall adopt by Resolution a job description for this position.

Section 702.0 Officers

The Board of Directors shall adopt by Resolution a job description for these positions.

Article 8. Schedules, Leaves

Section 800.0

All employees will work the shifts assigned to them. Shift exchanges will be allowed with at least 72 hours notice in writing on the approved form to the Fire Chief or in his/her absence, the on duty supervisor for approval. approval of time off is conditional upon the requesting employee obtaining a replacement who is approved by the Fire Chief. Should the replacement coverage cancel, the requesting employee's time off shall be cancelled. There will be no overtime (FLSA) or compensatory time incurred on any shift trades.