CHESTER PUBLIC UTILITY DISTRICT

Manual of Policies

Field	Value
POLICY TITLE	General Manager — Position Description
POLICY NUMBER	2300
STATUS	ADOPTED
SUPERSEDES	Prior General Manager position description (documented as amended Feb 15, 2022; and Resolution No. 377, 2016)
ADOPTED	October 27, 2026 (Resolution No. 459)
LAST REVIEWED	Amended and restated — October 27, 2026
NEXT REVIEW DUE	At least annually
REVIEWED BY	General Manager
APPROVED BY	Board of Directors

2300.01 DESCRIPTION

The General Manager is a statutory officer of the District under Public Utilities Code § 16111(d), and is the District's chief executive and administrative officer, accountable to the Board of Directors. The General Manager is responsible for administration of District affairs, including oversight of Water, Sewer, Streetlights, and Refuse and Recycling programs.

2300.02 STAFFING MODEL AND AUTHORITY

Under Public Utilities Code § 16112, the General Manager is appointed by the Board, holds office at the Board's pleasure, receives compensation as provided for by the Board by ordinance, may be required to give such bond as the Board prescribes, and performs such duties as are provided by the Public Utility District Act and such further duties as the Board imposes. Consistent with this authority and with Government Code § 53060 (authorizing a district to contract for special administrative services with persons specially trained, experienced, and competent to perform them), the Board shall determine, from time to time, whether the General Manager position is filled through direct District employment or through a professional services agreement with an individual or business entity. The specific scope of services, deliverables, compensation, term, bonding (if any), and manner of performance applicable to the person or entity filling the position shall be set forth in the applicable employment agreement or professional services agreement and its exhibits, as adopted by the Board, and are not restated in this policy. This policy describes the position generally and does not itself constitute or modify any such agreement.

See Policy 2310 (Worker Classification Determination) for the legal framework and procedure governing whether the position is filled as a District employee or under a professional services agreement.

2300.03 STANDARDS OF CONDUCT

The General Manager shall perform the duties of the position to the best of their ability, in accordance with the highest professional and ethical standards of the profession. The General Manager shall not engage in any activity that is or may become a conflict of interest, a prohibited financial interest in a District contract under Government Code § 1090, an incompatibility of office, or a violation of the disclosure and disqualification requirements of the Political Reform Act (Government Code § 87100 et seq.), regardless of whether the position is filled by a District employee or an independent contractor.

2300.04 GENERAL RESPONSIBILITIES

The General Manager is generally responsible for: administering and coordinating District programs, activities, and functions; preparing and recommending budgets to the Board and implementing budgets as adopted; recommending policies and procedures to the Board for adoption; negotiating and recommending for Board approval memoranda of understanding, agreements, and contracts; ensuring District compliance with applicable law and serving as the District's primary point of contact with regulatory agencies; serving as the primary point of contact between the Board, District staff, other agencies, and the public; reporting to the Board on District financial and operational matters at each regularly scheduled meeting, including a current financial summary; delivering an annual report to the Board; assisting the Board in developing and updating the District's strategic and capital expenditure plans; administering the District's grant portfolio; ensuring all legally mandated filings, reports, and permit renewals are submitted accurately and on time; serving as, or coordinating, the District's designated labor negotiator consistent with the Meyers-Milias-Brown Act (Gov. Code §3500 et seq.); overseeing District personnel administration consistent with Board-adopted personnel policies; overseeing implementation of capital improvement projects; overseeing District procurement and purchasing consistent with Board-adopted purchasing policies; overseeing the District's risk management program; directing and coordinating the work of District staff and outside professionals reasonably necessary to carry out the responsibilities above; and performing such other legally permissible duties as the Board may assign.

2300.05 QUALIFICATIONS

Demonstrated leadership experience in local government or public agency management. Working knowledge of water and wastewater utility operations, budgeting, and public agency purchasing and personnel practices. Experience working with elected boards, and in both union and non-union employee relations environments. Ability to properly interpret and advise the Board on applicable laws, regulations, and Board policies. Possession of a valid driver's license, or the ability to arrange reliable transportation, sufficient to travel as needed to perform the duties of the position — this qualification applies regardless of whether the position is filled by a District employee or an independent contractor, and does not itself require the incumbent to personally operate a District vehicle.

2300.06 RECORDS

The agreement currently governing the General Manager position, including its scope-of-services exhibit, is on file with the Clerk and is incorporated by reference into the District's records of this position.

2300.07 ADOPTION AND REVIEW

This policy shall be adopted, amended, and reviewed in accordance with Policy 1000 (Adoption & Amendment of Policies). This policy shall be reviewed at least annually.

Laws verified as of September 14, 2026. This information is for reference and educational purposes, not legal advice.