



Phone: 435-723-7034

ASSISTANT GENERAL MANAGER POSITION

Location: Brigham City, Utah

Job Types: Assistant General Manager

Application Deadline: June 20, 2022 5:00 PM

Salary: (\$70,000 - \$90,000 per year, depending on experience)

Position Overview: Bear River Water Conservancy District (BRWCD) is looking for a talented and dynamic individual to fill the role of Assistant General Manager. The ideal candidate will have a background in the engineering/sciences field, have practical field knowledge and experience, be an excellent leader, and have strong communication skills. BRWCD has five existing public water systems serving various areas in Box Elder County. We develop, conserve and protect water and water resources to serve the residents of Box Elder County. We are growing quickly and are looking for an individual primarily responsible for maintaining an asset management system and database records, coordinating work of water operators and providing support to the General Manager.

Benefits

- Extremely Competitive Health, Dental and Vision Insurance
- Competitive Salary
- Participation in Utah Retirement Systems Programs
- Flexible Work Schedule Accommodations
- Vacation and Sick Leave
- Paid Holidays

Required Qualifications

- BS Degree or greater in a Science/Engineering Field
- Experience in Project Management and Construction
- Proficiency in GIS (Arc GIS Pro)
- Proficiency in MS Word, Excel, PowerPoint
- Strong Communication Abilities (Written and Oral)
- Proven Leadership
- Good Team Member
- Knowledge of Water Infrastructure

Desired Qualifications

- Licensed Professional Engineer (Utah)
- Experience with RFPs, RFQs
- Certified Water Operator
- Knowledge of Water Systems and Water Rights
- Knowledge of Local Area

Job Responsibilities and Tasks

- Supervise Operations
- Maintain Database Records
- Maintain Asset Management System
 - Generate Work Orders and Purchase Orders
- Support General Manager
 - Project Planning, Oversight
 - RFPs, RFQs, Bids, Awards
 - Attend Various Meetings as Assigned
 - Oversee District's Conservation Efforts
 - Update Project Information on District's Website
- Update Conservation and Other Plans
- Use GIS to Generate Maps, Legal Descriptions
- Work with Utah Division of Drinking Water to Produce Water System Operating Permits

HR Contact: Carl Mackley | 435-754-8465 | carlm@brwcd.com

To apply, complete an application form and submit an updated resume to the HR Contact listed above. Application forms can be found at: www.brwcd.com/staff/employment/.

Bear River Water Conservancy District is an equal opportunity employer. All qualified applicants will receive consideration without regard to any protected characteristic under state or federal law.

www.brwcd.com
102 West Forest Street
Brigham City, Utah, 84306