GIbson County Utility District
Job Description

Job Title: GENERAL MANAGER
Department: General Manager

Revised: 7/1/2019

Grade: N
Min Max
$56.18 $64.21 $77.04

Reports To: Board of Commissioners

Summary: Responsible for the overall management of the Public Utility District. Develops and implements strategic plans as directed by the Board of Commissioners. Ensures the District conducts its business in accordance with established values, sound financial management practices, policies, and objectives established by the Board and all State and Federal laws.

Essential Duties:

1. Overall manage of District departments:
   a. Operations, Purchasing, Financial responsible for the day to day operations of the Utility
   b. Ensures a healthy, ethical, accountable and positive work environment
   c. Maintains positive working relationships with officials, staff, and customers: appropriate officials at the local, county, state, and federal level.
   d. Sets the standard of professional behavior, efficient use of time and resources, cooperation, community service and quality of work expected of all District employees.
   e. Oversees programs to ensure the District effectively communicates with and is responsive to the needs of a diverse population of customers.

2. Responsibility to the Board:
   a. This position is an At-Will Position and is responsible to the five member Board of Commissioners.
   b. Responsible for all compliance reporting
   c. County representation and meeting attendance as directed by the Board
   d. Stays informed of regional issues and actively participates in the meetings/discussions that address the challenges of natural gas utilities

3. Leadership Values:
   a. Customer Focus - Respect our customers. Strive to exceed their expectations
   b. Integrity - Be guided by what is ethical and right and fulfill our commitments
   c. Personal Responsibility - Be personally accountable to the Board, our customers
   d. Teamwork - Work together, demonstrate collaboration through mutual respect, reliability, openness and flexibility
   e. Forward Focus - Anticipate and prepare for the future, encourage innovation and new ideas to better serve our customers

Supervisory Responsibilities: Supervises assigned personnel

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The ability to see and read printed materials. Will need to have Entry Level computer skills using Database software, Word Processing software, and Spreadsheet software. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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### Education and/or Experience:
Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

### Certificates, Licenses, Registrations:
Valid TN Drivers License
Other certifications may be required

### Physical Demands:
While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or foot; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### Work Environment:
While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

Can you perform the essential functions of this job? If so, please signature below.