

Ralston Valley Water and Sanitation District
P.O. Box 749 Arvada, Colorado 303.424.9526

The Ralston Valley Water and Sanitation District Manager oversees, and is hands-on with, the day-to-day operations, to ensure the reliable delivery of clean water and proper wastewater management, maintaining infrastructure, adhering to regulatory compliance, and developing and managing budgets within the district's limitations, reporting directly to a board of directors.

Key Responsibilities:

- **Operations Management:**

- Supervise and coordinate the operation and maintenance of water delivery systems (pipe, meters, fire hydrants, roads, etc.), and wastewater (sewer) collection facilities; The position requires availability 24/7/365 to respond to district issues.
- Monitor water quality to ensure compliance with state and federal regulations through regular testing and reporting.
- Oversee maintenance, schedules, repairs and upgrades to infrastructure.
- Respond to emergencies and service disruptions, coordinating repairs with contractors and the Board.
- Additional duties may be directly related to District management, operation and maintenance.

- **Financial Management:**

- Prepare and manage the district budget, including capital expenditures and operational costs. The Board approves and monitors the District budget and expenditures.
- Monitor revenue collection, customer billing, and accounts receivable.
- Analyze financial data to identify cost-saving opportunities.

- **Contract management:**

- Solicit, evaluate and recommend service and construction contracts necessary for the repair and operation of water and sanitation district facilities.
- Provide oversight and verify contract completion, knowledge of workplace safety and traffic control, and contract fiscal management.

- **Regulatory Compliance:**

- Stay informed about all applicable potable water and wastewater regulations at the state and federal level.
- Maintain the applicable licenses and certifications for District compliance.
- Ensure compliance with reporting requirements and permit conditions.
- Coordinate with regulatory agencies on inspections and compliance issues.
- Monitor and execute District operations for water and sewer in compliance with District contracts with the City of Arvada.
- Familiarity with Orion/ Badger meter reading systems.

- **Customer Engagement:**
 - Attend District public meetings, District Board meetings and provide updates on district operations and projects.
 - Customer service includes responding to customer inquiries and complaints regarding water/wastewater service.
 - Collaborate with local communities on water conservation initiatives as directed by the Board.
- **Planning and Development:**
 - Identify future water and wastewater needs of the district.
 - Develop long-term capital improvement plans and project proposals.
 - Work with engineers on design and construction of infrastructure.
- **Required Qualifications:**
 - Relevant experience in water and wastewater operations and management.
 - Construction experience related to sewer and water mainline installation and repair experience
 - Strong understanding and experience of applicable regulations and compliance requirements and Water Quality assurance compliance standards.
 - The Manager must live in proximity to District for a timely response to emergency events.
 - State Licensing, Collection 4 and Distribution 4.
 - Knowledge in sewer system maintenance / jetting, CCTV review, familiarity with water and sewer system mapping / GIS.
 - Excellent communication and interpersonal skills to interact with customers, and elected officials.
 - Proficiency in financial management and budgeting.
 - Competence with MS Office software and pc's
- **Compensation:**
 - Compensation includes salary, vehicle, and accrued 27 days of PTO. Insurance and retirement options are negotiable.
 - Salary range: \$80,000 to \$130,000

Position Contact: Jack Byers, Chairman RVWSD

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