



POLICY NO: 106-1

CATEGORY: POSITION DESCRIPTION
Manager

DATE OF APPROVAL: MAY 27, 2013

DATE OF REVIEW: February 28, 2023

POSITION TITLE: Commission Manager

REPORTS TO: Board of Directors

SUBORDINATES POSITION: Treatment Plant Operators

POSITION SUMMARY: Directs the overall planning, coordination and control of the waterworks operations in accordance with the Alberta Environment Approval, Canadian Drinking Water Guidelines, objectives, policies and plan approved by the Board of Directors.

TASK NO.

DESCRIPTION

1. Manages day to day operations of the waterworks.
 2. Creates long range plans for the waterworks system.
 3. Attends all regular and special meetings of the Board of Directors and other meetings as requested by the Board of Directors. Prepares agenda packages, including background documentation for Board of Director meetings. Records the minutes of these meetings.
 4. Directs the development of budgets and establishment of financial controls. Works with the accounting clerk in coordinating budget information.
 5. Ensures that expenditures are within the Board of Directors-approved budget. Ensures that the Board of Directors is kept aware of any changes to the proposed budget.
 6. Within established Board of Directors policies and budget guidelines, performs the appointment, promotion, demotion, transfer or dismissal of staff.
 7. Pre-coordinates the prompt and proper handling of all requests, inquiries or complaints by the public. Acts as a liaison between the Board of Directors and the public.
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8. Ensures the satisfactory preparation of bylaws and that copies of all official correspondence, records, bylaws, etc., are retained by the office. Ensures that the statutory provisions of the Act are complied with; corrects deficiencies. Directs the execution of all documents, agreements or contracts approved by the Board of Directors.
 9. Drafts correspondence resulting from decisions of the Board of Directors. Delegates as appropriate.
 10. Coordinates the provision of special services (e.g. legal, audit, consulting) to the Commission.
 11. Prepares month end documents for billing.
 12. Performs other related duties as may be requested by the Board of Directors.

Required Qualifications

Minimum qualifications: Certified Level II water treatment plant operator. Computer experience. 5 years of progressively more responsible experience in a water treatment operation.