

General Manager – Job Description

Overview

The General Manager will have management authority over the electric, water, and wastewater systems of the City of Auburn and surrounding communities that attach to the electrical system. To be successful in this role, the GM should be a thoughtful leader and confident decision maker while helping each department and each employee develop high levels of skill and efficiency.

Responsibilities

- Design strategy and set goals for efficient operations and progressive growth
- Maintain budgets and optimize expenses
- Ensure employees are motivated and productive
- Oversee day-to-day operations
- Administer policies and procedures
- Encourage employee development
- Oversee recruitment and training of new employees
- Evaluate and improve operations and financial performance
- Direct the employee assessment process
- Prepare regular reports for the Board
- Ensure staff follows health and safety regulations
- Provide solutions to issues

Requirements and Skills

- Proven experience as a General Manager or similar executive role
- Experience in planning and budgeting
- Knowledge of business process and functions (finance, HR, procurement, operations, etc.)
- Strong analytical ability
- Excellent communication skills
- Outstanding organizational and leadership skills
- Problem-solving aptitude
- A bachelor's degree from an accredited college or university with major coursework in Electrical, Civil, Mechanical, Energy, or Water Engineering, Business Administration, or Energy Management; or a combination of education and experience equivalent to a bachelor's degree in a field related to utility management