

LITTLE BLUE NATURAL RESOURCES DISTRICT

JOB DESCRIPTION

JOB TITLE: **RURAL WATER MANAGER**
STATUS: FULL-TIME, EXEMPT, ON-CALL 24/7
REPORTS TO: GENERAL MANAGER
DATE: OCTOBER 1, 2025

GENERAL RESPONSIBILITIES: The primary role of the Rural Water Manager will be to oversee operations and management of the Little Blue Public Water Project. Secondary job duties will be to assist the water department with field operations which will include, but not be limited to measuring groundwater levels, conducting chemigation inspections, collecting water quality samples and performing flowmeter maintenance. Other duties may be assigned at the discretion of the General Manager. The employee must use considerable independent judgment in project and program administration.

PRIMARY RESPONSIBILITIES:

1. Oversee operation and maintenance of the Little Blue Public Water Project to ensure compliance with state and federal laws governing public water supplies.
2. Supervise the Rural Water Superintendent and provide assistance when needed.
3. Supervise and assist the Rural Water Clerk to ensure accurate and complete records are being kept and that monthly water bills and past due accounts are being taken care of. Assist with customer concerns and complaints if needed.
4. Prepare an annual budget and review/approve monthly financial statements.
5. Serve as the lead person to respond to emergency system failures.
6. Coordinate 24/7 coverage with the Superintendent and General Manager.
7. Manage Calling Post System for communication with customers as needed.
8. Manage new hookup requests, oversee facility upgrade and repairs, serve as lead role in planning, mapping, budgeting, account management, records and reporting.

SECONDARY RESPONSIBILITIES:

1. Assist with measuring groundwater levels.
2. Assist with conducting chemigation inspections.
3. Assist with collecting groundwater quality samples.

4. Assist with water flow meter maintenance activities.

KNOWLEDGE AND PERSONAL SKILLS: Individual skills considered important for this job include, but are not limited to:

1. Knowledge of applicable Federal, State and local laws, rules and regulations governing groundwater, and surface water resources, and water well standards.
2. Ability to oversee the administrative and operational functions of the rural water system, including a good understanding of booster pumps, electrical circuits and communication equipment, pipeline repairs, water towers, budgets and customer accounts.
3. Must be able to work at all hours, if called upon, to coordinate and make repairs during emergency situations.
4. An ability to work cooperatively as a team player and build positive relations with district constituents, other staff, the Board, and other agency and organization personnel.
5. Ability to read, good skills in language, creative writing, speech and hearing are required to communicate effectively, both orally and in writing and for making written presentations, drafting policies, preparing comprehensive technical reports and writing correspondence.
6. The ability to work independently and to make prudent and timely decisions for effective implementation of projects and programs.
7. Ability to use tact and judgment, in dealing with the public, landowners, Board of Directors, staff, other elected officials and other agencies. Ability to remain calm and collected when confronted with difficult people or those of opposing views. Ability to use good judgment in difficult situations and strive toward conflict resolutions.
8. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret needs and intent, and develop plans and policies accordingly. Have a desire to help bring about actual accomplishments quickly and efficiently and the ability and a desire to improve.
9. Have physical strength and agility sufficient to do work prescribed. Must be able to occasionally lift and/or move up to 50 pounds. Some outdoor field work and shop work are required. Mobility is required in order to conduct field operations associated with this position.
10. Have good technological skills, including computer proficiency and effective use of various job-related computer programs; and mechanical skills including an understanding of irrigation equipment and practices, water well construction, and other equipment operations.
11. Have leadership qualities for the direction of technical support staff and occasional part-time employees in the field.

EDUCATION & EXPERIENCE: Any combination of education, experience, and personal skills may be considered to determine the eligibility for this position. The preferred education requirement to qualify for this position is a B.S. degree from an accredited college or university. A graduate of a technical school in conservation or water resources management, plus appropriate work experience in a related field may substitute for the B.S. degree. A major in water resources management, natural resources management, agronomy or agriculture is desirable.

The experience necessary for this position would generally be at least two years of satisfactory employment with an agency or organization involved in agriculture, agri-business, irrigation, or water management. A farm or ranch background with irrigation management experience is highly desirable. Experience and desirable personal skills may be substituted for education at the discretion of the General Manager.

CERTIFICATES, LICENSES

Must have a current driver's license valid in Nebraska with a good driving record.

Must have, or be able to achieve, a Grade 4 Water Supply Operator's Certificate and a Grade 6 Backflow Prevention Certificate from the State Department of Health and Human Services and maintain the same through attendance at certification training events.

Employee must carry or be able to obtain a certification as a Water Well Monitoring Supervisor.

The Little Blue NRD is an equal opportunity employer.