



General Manager

General Definition of Work

The General Manager serves as the sole employee of the Board of Members (BOM) and is responsible for implementing all Board policies. This position provides strategic leadership and overall management of the Authority's water and wastewater systems, encompassing operational, financial, regulatory, and personnel functions.

The General Manager fosters a collaborative and results-driven environment focused on continuous improvement and regulatory excellence while maintaining a strong commitment to public service, transparency, and ethical standards. The position requires effective management of approximately fifty-five employees and active participation in a unified management team that supports the mission, vision, and values of the Rapidan Service Authority.

Essential Functions and Typical Tasks

The General Manager oversees all day-to-day operations and maintenance of three wastewater treatment plants, two water treatment plants, a groundwater system, a consecutive water system and associated infrastructure including pump stations, collection and distribution systems, sludge handling operations, customer service, business administration, and compliance activities.

Key responsibilities include:

- Representing the Authority in interactions with regulatory agencies, local governments, civic organizations, and customers.
- Providing timely updates and strategic recommendations to the Board of Members; preparing and presenting reports and policy guidance as required.
- Leading the Authority's administrative, operational, and financial activities in alignment with Board policies and strategic goals.
- Ensuring compliance with all local, state, and federal water and wastewater regulations, including conditions of permits issued by the Virginia Department of Environmental Quality (DEQ) and the Virginia Department of Health (VDH).
- Responding proactively to regulatory actions, consent orders, or notices of violation.
- Establishing and maintaining productive working relationships with County Boards of Supervisors, Town Councils, and partner organizations.
- Managing employee performance, training, and evaluation to ensure a highly skilled, customer-focused workforce.
- Overseeing all financial operations, including budgeting, financial reporting, rate analysis, and capital planning.
- Preparing monthly Board agendas, supporting materials, and reports related to operations, system performance, and fiscal health.
- Developing and presenting annual budgets including operations and maintenance, debt service, and capital improvements; recommending rate adjustments when appropriate.

- Identifying, pursuing, and negotiating funding sources including grants and loans to support infrastructure and system improvements.
- Promoting exceptional customer service practices throughout the organization.
- Collaborating with county administrators and other stakeholders on capital projects, infrastructure planning, and system expansion.
- Performing other related duties as assigned by the Board of Members.

Compensation and Benefits

Compensation will be commensurate with qualifications and experience. The Rapidan Service Authority offers a comprehensive benefits package, including:

- Participation in the Virginia Retirement System (VRS).
- Health insurance coverage, including dental and vision.
- Life insurance coverage.
- Short-term disability.
- Commonwealth of Virginia holiday schedule.
- Generous leave policy.

Education and Experience

- Bachelor's degree from an accredited college or university in Civil Engineering, Public Administration, Business Administration, or a closely related field.
- A minimum of ten (10) years of progressive management experience in water and wastewater treatment, distribution, collection, or related operations.
- Demonstrated experience managing budgets, personnel, and regulatory compliance in a public utility environment is strongly preferred.
- Commonwealth of Virginia water and/or wastewater license is preferred.

Physical Requirements

This position involves light physical activity, including:

- Exerting up to twenty pounds of force occasionally and up to ten pounds frequently.
- Activities may include climbing, balancing, stooping, kneeling, crouching, reaching, standing, and walking.
- Effective verbal communication and hearing abilities are essential.
- Visual acuity is required for reading and analyzing data.
- Work is performed in both office and field environments, indoors and outdoors, under varying conditions.

Special Requirements

The successful candidate will be required to undergo a comprehensive background investigation.

Reasonable accommodations will be provided to enable qualified individuals with disabilities to perform the essential functions of the position.

Application Submission

Applicants should submit a resume and cover letter to RSABoard@Rapidan.org.