**NOTICE OF POSITION VACANCY**

**WATER DEPARTMENT MANAGER**

**POSITION TITLE: Water Department Manager**

**RECRUITMENT DATES: June 20 – July 4, 2025**

**SALARY**: **Depending On Experience**

**JOB TYPE**: **Full-Time**

**LOCATION**: **Canton Municipal Utilities (CMU)**

**DESCRIPTION OF WORK:**

Canton Municipal Utilities is seeking to fill the Water Department Manager position in the Water Department. This highly skilled supervisory position provides functional and operational management of the Water Department and reports to the Operations Manager. The individual in this position will coordinate and supervise personnel and all daily activities related to Water. This includes activities related to the maintenance and repair of the water distribution systems. This position is also responsible for managing various contracts and contractors performing work duties related to the water distribution systems. Position also fields and manages customer service requests. Responsibilities and assignments are broad in scope and require independent judgment on complex issues that are interpretive and evaluative. This position requires significant accountability and decision-making responsibilities.

**EXAMPLES OF DUTIES PERFORMED:** *(Examples may not include all duties that may be*

*performed)*

***Under General Supervision:***

* Supervise assigned services and activities of the Water Department, including maintenance and construction.
* Work with the Operations manager in planning and scheduling work associated with the water system.
* Assist with preparing the budget for the Water Department.
* Coordinates and schedules crew activities.
* Maintains quality standards, workmanship, appearance, and discipline throughout the department.
* Maintains necessary records of operation, maintenance, and expansion of the water systems.
* Supervise and participate (when necessary) in laying pipe, locating leaks, installing taps, cleaning and other miscellaneous maintenance and construction labor jobs.
* Prepares reports and tests as requested by the supervisor or regulatory authorities.
* Handle paperwork for employees and job-related activities in an efficient manner and compliance with company policies.
* Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
* Coordinate and review the work plan for maintenance employees; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with subordinate employees to identify and resolve problems.
* Plan maintenance and construction activities to cause minimal disruption of services; provide warning to citizens of the interruption of service.
* Oversee and participate in the operation of various equipment including backhoes, front-end loaders, dump trucks, and operate a light truck to respond in person to citizen complaints; read maps to identify and locate water lines.
* Serves as the liaison for the Water Department with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
* Demonstrate, train, follow up, and enforce proper safety practices and procedures used in the water.
* Develop and maintain various records and reports of division activities, both handwritten and computer-generated.
* Respond to and resolve difficult and sensitive citizen inquiries and complaints.
* Performs other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

* Ability to read and understand utility atlases, blueprints, technical drawings, maps, and plans.
* Ability to communicate effectively and tactfully, both verbally and in writing
* Ability to efficiently organize multiple tasks
* Skilled in critical thinking, problem solving, follow-through, identifying alternate solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
* Ability to maintain professionalism, courtesy, and composure at all times, including stressful situations
* Must be motivated, attentive, and alert
* Must be able to pass a pre-employment drug test and background check
* Must have good attendance, be dependable, demonstrate initiative, and work well in a team environment.
* Proficient in Microsoft Office Suite
* Safe handling of traffic in a construction zone.

***WORK ENVIRONMENT & PHYSICAL DEMANDS:***

* Outside work in all weather conditions.
* Frequent exposure to noise, heat, dust, and/or potentially hazardous conditions.
* Maintain physical condition appropriate to the performance of assigned duties and responsibilities. While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk and hear. Manual dexterity to use hands to handle, feel, or operate objects, tools, or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift to 75 pounds unaided.
* Office and field environment; work around traffic and heavy construction equipment; exposure to noise, dust and grease;

**MINIMUM QUALIFICATIONS:**

* At least ten (10) years of solid work experience in the construction, maintenance, and repair of municipal water distribution systems, and a minimum of ten (10) years supervisory experience with a utility or utility-related company.
* Should have considerable knowledge of the methods used for excavating, tunneling, shoring, breaking asphalt/concrete, confined space entry, cutting of mains and pipes, backfilling, hauling, etc.
* Above average reading and writing skills and excellent oral communication skills.
* Above average skills in following written and oral instructions.
* Proven ability to make good decisions and demonstrate sound judgment.
* Ability to work with little or no supervision.
* High school diploma with some college courses preferred.
* Additional courses in water system operation.
* Must have a valid MS driver’s license.

**HOW TO APPLY:**

* **Interested applicants must submit a cover letter and resume to:**

**ATTN: Director, Human Resources - CMU**

**127 West Peace Street**

**Canton, MS 39046**

**Email To:** [**hr@cmu.com**](mailto:hr@cmu.com)

* **Cover letters and resumes must be received by 5:00 p.m. on the closing date of this announcement on July 4, 2025.**

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