**FOUKE WATER SUPPLY CORPORATION**

**156 FM 1254**

**MINEOLA, TX 75773**

**ASSISTANT MANAGER POSITION**

**Summary/Objective**

Under the direction of the General Manager, the applicant for this position involves assisting in the directing, planning, negotiating and coordinating of all operations of the business. Assists in monitoring inventory, vehicles, projects, completing reports, customer service and personnel. Complies with federal, state and all established corporate regulations and policies. Participates in monthly board meetings.

**Essential Functions**

* Assists in the development of policies, programs, budgets, projects and personnel.
* Represents the Corporation in the absence of the General Manager.
* Contributes in the negotiations of agreements, contracts and all legal matters as needed.
* Ensures the maintenances and upkeep of equipment, grounds and buildings.
* Assists the General Manager in the overview of all aspects of the Corporation.
* Keeps the General Manager completely informed on all other duties as assigned by the General Manager.
* Provide positive and constructive leadership.

**Competencies**

* Must have good communications (Oral, Written & Reading) skills.
* Must be able to demonstrate strong negotiation and presentation skills.
* Working knowledge in all aspects of Microsoft Office.
* Problem solving/analysis/budgeting.
* Good listening skills.
* Technical skills.

**Supervisory Responsibility**

This position has direct supervisory responsibilities under the guidelines of the General Manager.

**Work Environment**

This position operates in a professional office and field environment.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear.This position requires long periods of sitting and standing along with some periods of walking, bending, kneeling, stooping, crouching, crawling and climbing. The employee must be able to lift and/or move items over 50 pounds.

**Position Type and Expected Hours of Work**

This is a salaried position, Monday through Friday, 7:00 a.m. to 4:00 p.m., which may include after hours to ensure job completion.

**Travel**

Local and overnight travel is required to attend business conferences and classes for continuing education.

**Required Education**

1. High school diploma or equivalent.

2. Class C or higher certificate in groundwater from the Texas Commission on Environmental Quality (“TCEQ”), or the ability to obtain such certificate.

**Preferred Education and Experience**

1. 5+ Years of prior working experience with a Water Supply Utility.

2. 2+ years of Management experience.

**Additional Eligibility Qualifications**

1.  Must possess a valid state driver’s license and must be insurable.

Fouke Water Supply distributes potable water to the rural areas on the southeast side of Wood County. Our office is located at the intersections of FM 778 and FM 1254. Work hours will be from 7:00a.m. to 4:00p.m., Monday through Friday with 1 hour for lunch. Salary will depend on knowledge and experience. If you possess the skills and have the eagerness to learn, please complete an application and forward to Kristi Hirsch at [jdb0228@yahoo.com](mailto:jdb0228@yahoo.com). No phone calls.