

From: [Pam Ellis](#)
To: [Council](#)
Cc: [Kukulski, Chris](#); [Kelly Frank](#); [Engels, Louis](#); [Iffland, Kevin](#)
Subject: [EXTERNAL] County Water District of Billings Heights Seeks New General Manager
Date: Saturday, February 7, 2026 12:27:32 PM
Attachments: [General Manager Job Description FINAL.pdf](#)



The District plans to post the job description on the website for MT Rural Water Association, AWWA MT and AWWA National as well as an ad in the Yellowstone County News. The job description will also be posted on the District website.

Please share with anyone you know who may be interested or who may know someone who maybe interested.

Thank you,
Pam Ellis, recruitment committee member



1540 Popelka Drive
Billings, MT 59105
(406) 252-0539

County Water District of Billings Heights Utility – Montana

Job opening: General Manager
Location: Montana (Billings region / relocation assistance negotiable)
Employment Type: Full-time, exempt
Reports To: Board of Directors
Application Deadline: Open until filled (4:00 pm Friday, March 13, 2026)
Start Date: April 1, 2026 (Negotiable)

Position Summary

The County Water Utility seeks an experienced, hands-on General Manager to lead the day-to-day operations, financial stewardship, and long-term planning of a public water utility serving a growing Montana community.

The General Manager is the chief executive and administrative officer of the utility, responsible for implementing Board-adopted policy, ensuring regulatory compliance, maintaining reliable water service, managing staff, and safeguarding public assets. This position requires a balance of technical water-system knowledge, public-sector leadership, and practical operational judgment, with a strong understanding of rural and small-to-mid-size utility environments.

Key Responsibilities

1. Policy Implementation

- Serve as the chief executive officer of the utility under direction of the Board of Directors
- Implement Board-adopted policies, resolutions, and strategic goals
- Provide clear, timely, and accurate information to the Board to support informed decision-making
- Prepare reports, budgets, and capital planning materials

2. Operations & Asset Management

- Oversee daily operation, maintenance, storage, transmission, and distribution systems
- Ensure system reliability, water quality, fire flow capacity, and customer service standards
- Manage preventive maintenance and asset-management programs
- Manage capital improvement planning, engineering coordination, and construction projects
- Respond to emergencies and system failures; coordinate mutual aid when necessary

3. Regulatory Compliance

- Ensure compliance with all applicable:
 - Montana DEQ drinking water regulations
 - EPA Safe Drinking Water Act requirements
 - State and federal reporting and inspection requirements
 - Montana Open Meeting laws
- Serve as primary liaison with regulatory agencies, engineers, auditors, and funding entities

4. Financial Management

- Develop and administer annual operating and capital budgets
- Administer rates, fees, and long-term financial planning as directed by the Board
- Manage debt service, reserves, grants, and loans (SRF, DNRC, USDA, etc.)
- Ensure sound accounting practices, audits, internal controls, and financial transparency
- Manage purchasing, contracts, and vendor relationships

5. Personnel & Organizational Management

- Hire, supervise, evaluate, and discipline employees in accordance with policy and Montana law
- Foster a culture of professionalism, safety, accountability, and service
- Oversee employee training, certifications, and workforce development
- Administer personnel policies and support a positive labor environment

6. Public & Intergovernmental Relations

- Build constructive relationships with customers, local governments, fire districts, and partner agencies
- Address customer concerns and service issues professionally and transparently

7. Required Qualifications

- Experience and willingness to work directly with an elected or appointed board
- Valid driver's license with an insurable record
- Ability to pass pre-employment physical examination, including drug screening

8. Preferred Qualifications

- Degree in engineering, water resources, public administration, business, or a closely related field (Previous experience may be considered in lieu of degree)
- Montana DEQ licensed water system operator
- Experience managing a rural or special district utility
- Familiarity with:
 - Montana DEQ inspections and reporting
 - AWWA standards and best practices
 - Rural infrastructure funding programs
- Technical literacy

9. Physical Demands & Working Conditions:

Work is in a normal office environment with occasional field visits. Working conditions require intermittent physical effort involving lifting 25 pounds or less. Working conditions require high attention to detail and deadlines between 45% and 70% of the time. A typical workday involves exposure to one disagreeable element present in moderate intensity less than 15% of the time.

10. Salary & Benefits

Estimated Salary Range:

\$100,000 – \$150,000 annually, depending on experience, certifications, and system complexity

Benefits include:

- Health, dental, and vision insurance
- Retirement plan
- Paid vacation, sick leave, and holidays
- Professional development and certification support
- Relocation assistance (negotiable)
- Vehicle or vehicle allowance (negotiable)

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise. The District retains the discretion to add duties or change the duties of this position at any time.

How to Apply

Submit the following by 4:00 pm Friday, March 13, 2026, to CWDBH Recruitment Chair Frank Ewalt frank.ewalt@heightswaterdistrict.com & board@heightswaterdistrict.com

1. Cover letter
2. Resume
3. References (minimum of three professional references with each person's position, email address, and telephone number).

The County Water Utility is an equal opportunity employer and complies with all applicable federal and Montana employment laws.