



The Cameron County Drainage District No. 1, an Equal Opportunity Employer, is accepting applications for the position of:

GENERAL MANAGER

Job Summary and Principal Duties: Responsible for the overall administration, operations, and business affairs of the District. Provides leadership in strategic planning, financial management, operational oversight, and organizational effectiveness. Supervises and directs all employees; coordinates with agents, engineers, and professional consultants; and oversees the operation and maintenance of over 100 miles of drainage ditches and related stormwater infrastructure. Ensures regulatory compliance, sound financial management, effective public communication, and high-quality service to the community while supporting the Board in policy development and organizational planning.

Duties include but are not limited to:

MAJOR DUTIES AND RESPONSIBILITIES

- Supports the Board of Directors in policy development, project planning, and decision-making.
- Leads strategic planning and organizational development efforts.
- Oversees operation and maintenance of drainage ditches, stormwater systems, and related infrastructure.
- Communicates effectively with the Board, staff: public officials, and community members.
- Prepares reports, correspondence, and presentations.
- Participates in public meetings and community outreach.
- Promotes transparency and public trust in District operations.
- Reviews and interprets construction plans, specifications, and engineering documents.
- Ensures compliance with applicable federal, state, and local regulations.
- Supervises operation and maintenance of heavy equipment.
- Additional duties as assigned.

PERSONNEL MANAGEMENT:

- Supervises, directs, and evaluates District employees.

ORGANIZATIONAL CLIMATE:

- Establishes and maintains effective working relationships with employees, government agencies, elected officials, media, and the public.

FISCAL MANAGEMENT:

- Develops and administers the annual operating budget and project budgets.
- Oversees financial transactions, reporting, and operational effectiveness.
- Reviews insurance, banking, auditing, and other administrative services.
- Prepares and oversees financial reports, budgets, and operational analysis.
- Maintains accurate financial and operational records.
- Utilizes computer software including:
 - Microsoft Office Suite (Word, Excel, Outlook)
 - Payroll software
 - GIS and engineering-related software
 - Email and internet applications

PROFESSIONAL GROWTH AND DEVELOPMENT:

- Attend Board meetings, conferences, workshops, and related meetings.
- Stays current in knowledge of:
 - Texas Water Code
 - Federal and State stormwater regulations, including TPDES Phase II
 - Wetland regulations administered by the U.S. Army Corps of Engineers
 - Floodplain management principles
 - Easements and rights-of-way laws
 - Stormwater engineering principles, including stormwater retention and Manning's Formula
 - ArcGIS mapping software

DISTRICT/COMMUNITY RELATIONS:

- Presents operational and project information to the Board and the public.
- Coordinates with consultants, contractors, engineers, auditors, and other professionals.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- *Tools/Equipment Used:* Standard office equipment including personal computer and peripherals
- *Posture:* Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- *Motion:* Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
- *Lifting:* Occasional light lifting and carrying (less than 15 pounds)
- *Environment:* May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel

Applicants must meet the following qualifications:**EDUCATION:**

1. Bachelor's degree in engineering, Public Administration, or Business Administration from an accredited university.

REQUIRED:

1. Valid Class "C" Texas Driver's License
2. Any applicant conditionally selected for this position will be required to submit to a background check as well as pre-employment drug screening. Full completion of pre-employment drug testing with a verified negative result is a condition of employment.
3. Ability to communicate effectively, both verbally and in writing.
4. Ability to read construction plans and specifications.
5. Performs related duties and fulfills responsibilities as needed for the benefit of the District.
6. Ability to establish and maintain effective working relationships with co-workers and the general public.

PREFERRED SKILLS:

1. Knowledge of the Texas Water Code.
2. Knowledge of Federal and State Regulations pertaining to stormwater management, including TPDES Phase II Regulations.
3. Knowledge of wetland regulations administered by the U.S. Army Corp of Engineers.
4. Knowledge of and ability to work with ArcGIS mapping software or ability to effectively supervise the use of same.
5. Knowledge of drafting with AutoCAD, or similar software, or ability to effectively supervise the use of same
6. Knowledge of Surveying Principals.
7. Knowledge of laws regarding easements and rights of way.

8. Knowledge of the basic engineering principles of stormwater retention and Manning's Formula.
9. Knowledge of floodplain management.
10. Experience in supervising the operation and maintenance of heavy equipment.

EXPERIENCE:

1. A minimum of five (5) years of experience in management in the private or public sectors.
2. Construction experience (preferred)

Work Schedule:

The office is open from Monday through Thursday, 7:00AM to 5:30PM. Shifts are 10 ½ hours long with a 30-minute lunch break. Occasional weekend and holiday work may be required based on assignment or climate changes.

How to Apply: Applications are available at: Cameron County Drainage District No. 1
3510 Old Port Isabel Road
Brownsville, Texas 78526
(956) 838-0162
ccdd1.org