JOB TITLE: DIRECTOR OF WATER/WASTEWATER ENGINEERING, PLANNING & OPERATIONS

DEPARTMENT: WATER/WASTEWATER ENGINEERING, PLANNING & OPERATIONS

REPORTS TO: ASSISTANT GENERAL MANAGER & COO

FLSA STATUS: EXEMPT

DATE: 05/06/2019

SUMMARY:

This is a professional and executive management position defining, developing, implementing, managing, and communicating the effective execution of operational strategies, processes, and programs for Water/Wastewater Engineering, W/WW Operations & Construction, W/WW Plant Maintenance, and Wastewater Lift Stations.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: (include the following)

1. Plans, organizes, directs, and guides the execution of strategies, processes, programs and business operations for assigned departments within the Water/Wastewater Engineering Planning & Operations Division.

2. Maintains current knowledge of organizational and departmental policies and procedures. Confers with executive team and recommends changes in policies, organization programs, methods and procedures, and communicates changes.

3. Coordinates with assigned staff to execute the initiatives, strategies, and directives of the Water/Wastewater Engineering, Planning & Operations Division.

4. Develops and oversees administrative and program standards for the assigned departments. Oversees the implementation of programs and processes.

5. Reviews and evaluates results of program impact; provides summary findings to Executive Management, and recommends options to optimize programs and processes.

6. Supports the continuous quality improvement of complex business processes, optimization, and allocation of resources.

7. Oversees project management of projects within the Water/Wastewater Engineering, Planning & Operations Division.

8. Oversees the development and management of the annual operating and capital improvement budget for the assigned departments.
10. Reviews and prepares reports as part of the process of monitoring and communicating performance results.

11. Makes verbal and written presentations regarding assigned functional areas.

12. Conducts and participates in long and short-range studies regarding the assigned departments.

13. Provides strategic support to Executive Management in the areas of planning, research, communications, and project management.

14. Takes direction from Executive Management in ensuring that the business policy and imperatives created by the General Manager & CEO are being accomplished by the Water/ Wastewater Engineering, Planning & Operations Division.

15. Advises management in appropriate resolution of issues related to assigned functional areas.

16. Confers with responsible regulatory agencies relative to the goals and operational standards of the departments within the Water/ Wastewater Engineering, Planning & Operations Division.

17. Is active and represents the utility in state organizations related to assigned functional areas including state and national utility associations.

18. Monitors and identifies legal requirements, government reporting regulations, and legislative issues and priorities affecting assigned functional areas and determines their respective impacts on current and future operations. Ensures policies, procedures and reporting are in compliance.

19. Serves as utility representative with local, State, Federal, and International agencies concerning utility regulations, grants, operational functions and procedures.

20. Completes other job duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Responsible for the full range of supervisory activities, including selection, training, evaluation, counseling, and recommendation for dismissal of all WWW Engineering, Planning & Operations Division employees.

**EDUCATION AND/OR EXPERIENCE:**

Bachelor’s Degree in an applicable Engineering discipline related to the area of assigned responsibility from an Accreditation Board for Engineering & Technology (ABET) accredited university and ten (10) years of progressively responsible experience in the operation of water and wastewater engineering, and planning for the assigned areas of responsibility, at least five (5) years of which were in a management capacity. A Master’s degree is preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge important to perform the functions of the job include:**

1. Thorough knowledge of the principles and practices of public utility administration and its specific application to the administration of assigned areas of responsibility.

2. Thorough understanding of the business dynamics, regulatory issues, competitive issues, and general operating environment surrounding the assigned areas of responsibility.
3. Thorough knowledge of the local, state, and federal laws and regulations relating to the assigned areas of responsibility.
4. Knowledge of planning practices and principles.
5. Knowledge and experience in strategic planning and execution.
6. Knowledge and experience in formulating policy.
7. Knowledge in developing and implementing new strategies and procedures.
8. Knowledge of contracting, negotiating, and change management.
10. Knowledge of budgeting methods and systems.
11. Knowledge of project management practices and principles.

**Skills important to perform the functions of the job include:**
1. Professional oral and written communication skills in English.
2. Customer service, strategic, and critical thinking skills.
3. Interpersonal skills to work effectively with a wide range of constituencies.
4. Skill in handling conflict and uncertain situations.
5. Computer software skills using Microsoft Office.

**Abilities important to perform the functions of the job include:**
1. Ability to make sound decisions and take or guide courses of action in operations.
2. Ability to deliver public presentations.
3. Ability to work with frequent interruptions and changes in priorities.
4. Ability to analyze and resolve irregular events.
5. Ability to work a flexible schedule and to travel.
6. Ability to set strategy, provide direction, and create plans to meet both functional and departmental goals.
7. Ability to manage multiple strategic and tactical projects.

**CERTIFICATES, LICENSES, REGISTRATIONS:**
Requires a valid Texas Driver License or receipt of a valid Texas Driver’s License within 90 days of relocation to Texas and a safe driving record, as measured by company policy.

A Professional Engineer license in Texas is required in a discipline related to the assigned areas of responsibility. Professional Engineer license from other jurisdictions providing comity with Texas may be allowed; however, candidate must acquire a Texas Professional Engineer license within 12 months in order to remain in the position.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Limited amount of physical effort required associated with walking, lifting and carrying light objects (less than 40 lbs.). Work is done in a normal office environment with frequent exposure to outdoor temperatures, dirt and dust, and/or disagreeable sights and odors. Position requires frequent weekend and evening work. Work may require frequent overnight travel.

**SPECIAL REQUIREMENTS:**
The Brownsville Public Utilities Board requires that all employees consistently demonstrate their ability to be professional, courteous and competent in all their interactions with the public, customers and fellow employees.