



ASSISTANT DIRECTOR OF WATER UTILITIES

City of Kyle, Texas





About Kyle, TX

Kyle, Texas, one of the fastest-growing cities in the United States, is poised to become the largest city in Hays County in the coming years and is currently ranked as the second fastest-growing city with a population of over 50,000 in the nation. With over 62,500 residents, Kyle's rapid development and its location in the heart of the Texas Innovation Corridor make it an ideal place to live, work, and play.

Kyle's growth is powered by diverse industries, from high-tech manufacturing to professional services and recreation. The city is undergoing significant infrastructure improvements, including the expansion of its parks and green spaces and implementation of the \$294 million Road Bond passed in 2022 to decrease congestion and improve overall safety and mobility in Kyle.

Residents and visitors alike enjoy the balance between modern amenities and access to nature. Kyle boasts a variety of city parks and recreational spaces, perfect for outdoor activities such as hiking, biking, and picnicking. Whether you're exploring Lake Kyle or enjoying a day at Heroes Memorial Park, there's something for everyone. With the Texas Hill Country nearby, activities like river tubing, camping, and fishing are just a short drive away, making Kyle a wonderful place for families and outdoor enthusiasts. Despite its rapid expansion, Kyle remains true to its core principles—dedication, integrity, and creativity—ensuring that as the city grows, it maintains a strong sense of community. The city's forward-thinking approach and commitment to enhancing quality of life create an environment where both businesses and residents can thrive. With its own unique blend of charm and the convenience of being just minutes from Austin, Kyle offers the perfect place to enjoy life.



City Government

Incorporated in 1928, Kyle is governed by a council-manager form of government. The City Council consists of three members elected by district, along with three Council Members and the Mayor who are elected at-large. Each member of the Council is elected to three-year terms, limited to three terms. The City Council appoints the City Manager, City Attorney, and Municipal Court Judge. The City Manager, along with one Assistant City Managers, and a Deputy City Manager, provides overall leadership of the City's 470 FTE employees and \$603 million all-funds budget. There are 14 City departments, one of which is the Water Utilities Department.

Team Kyle Organizational Culture

The City of Kyle culture defines how their employees interact with one another and the public. The City of Kyle has taken specific actions to define its organizational culture with essential core values. The city reviews its values to ensure they represent the strategic alignment of its operations and expectations; and, in September of 2025 updated and adopted the following: Visionary Leadership, Integrity, Accountability, Transparency, and Teamwork.

The Water Utilities Department

The City of Kyle's Water Utilities Department delivers safe, reliable, and high-quality water and wastewater services to the community through a dedicated team of 67 employees. The City's water system includes eight elevated and eleven ground storage tanks, eight pump stations, and more than 228 miles of water lines ranging from 2 to 24 inches in diameter, supported by nearly 2,000 fire hydrants and 5,500 valves. Current projects such as the Crosswinds Station, Hoover Elevated Storage Tank (scheduled for completion in May 2025), and the 1626 Expansion and CR158 Pump Station reflect Kyle's continued investment in a resilient, efficient water system.

The wastewater division operates a complex network that includes 17 lift stations, 206 miles of gravity mains, and five miles of reclaimed water line, supported by a Wastewater Treatment Plant currently rated at 4.5 million gallons per day (MGD). Capacity expansions to 6.0 MGD by 2026 and 9.0 MGD by 2028 are underway to meet the demands of a rapidly growing community. In total, the City is investing \$730 million over five years in water and wastewater capital improvements to ensure long-term reliability and sustainability for Kyle's residents and businesses.



The Position

Reporting to the Director of Water Utilities, the City of Kyle is adding a second Assistant Director position to support the continued growth of the community and its utility systems. This Assistant Director role will provide strategic leadership for the Plan Review Team, manage assigned Water and Wastewater Capital Improvement Projects (CIP), and serve as the department's primary liaison with Planning and Development Services. Additional responsibilities include budget development and monitoring, customer service oversight, regulatory compliance, and collaboration with other City departments to ensure that infrastructure keeps pace with Kyle's rapid growth.

The Assistant Director will play a pivotal role in advancing infrastructure improvements, maintaining compliance with local, state, and federal requirements, and supporting a high-performing team dedicated to delivering safe, reliable, and sustainable water services.

Please follow this link to view the detailed job description: [ADWU Job Description](#).

Education and Experience

Qualified candidates will have a Bachelor's Degree Civil Engineering, Environmental Science, or a closely related field. A minimum of ten (10) years of progressively responsible management experience and at least three (3) years of experience with a water and wastewater utility is required. A Level "A" Water and/or Wastewater certification issued by the Texas Commission on Environmental Quality is required within two (2) years of employment. Qualified candidates must possess or be able to obtain a valid Texas Driver's License and be eligible for coverage under the city of Kyle vehicle insurance provider. Certifications in the water/wastewater field, and a Professional Engineering (PE) license in civil or environmental engineering are highly preferred.

*The Assistant Director of Water Utilities must live within 45 minutes of travel time to the City of Kyle during normal traffic conditions. This position is considered essential personnel and must be able to respond and assist in management of emergency and disaster related events, either natural or otherwise.

The Ideal Candidate

The ideal candidate will bring strong experience in capital improvement planning, development review, and interdepartmental coordination, with the ability to keep projects moving efficiently while balancing the demands of a fast-growing community. They will be skilled at navigating complex regulatory requirements, representing the department in cross-functional discussions, and ensuring that infrastructure keeps pace with development.

The successful candidate will be collaborative, diplomatic, and highly organized, with the ability to manage competing priorities and multiple stakeholders. They should be a strong communicator who can present technical information in a clear, accessible way to elected officials, developers, and the public. Above all, they should be a leader who understands both the technical and relationship-building aspects of utility growth, helping the City of Kyle expand its water and wastewater systems in a sustainable and customer-focused manner.



Salary

The City of Kyle is offering a competitive salary between \$164,000 - \$200,000 based on experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

How To Apply

Applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: KYLEADWU

Affion Public
PO Box 794
Hershey, PA 17033
www.affionpublic.com
717-214-4922



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