

# **DIRECTOR OF WATER UTILITIES**

**CITY OF KYLE, TX**

# About Kyle, TX

The City of Kyle is poised to be the largest city in Hays County. With a continuous annual growth rate of 8%, their population has multiplied 10 times over since the 2000 census from 5,000 citizens to just over 52,300. Kyle is strategically located along the I-35 corridor, between two Top Performing Cities in Texas. Just 7 miles south of Austin city limits and 39 miles north of San Antonio city limits, Kyle is in the enviable position along the booming corridor in the direct path of rapid growth.

With its prime location in the heart of the Texas Innovation Corridor and proximity to the large cities of Austin and San Antonio, Kyle attracts a diverse range of businesses, including high tech manufacturing, ranging from automotive and semiconductor to medical equipment and supplies, professional and business services, distribution, and destination recreation.

There's plenty to do in the beautiful Texas Hill Country, with numerous parks and lakes within an hour's drive, including city and county parks, Lake Kyle, and Lockhart State Park and Pedernales Falls State Park. Residents and visitors can enjoy a variety of outdoor activities such as hiking, biking and camping, spectacular cave tours, swimming, river tubing, boating and fishing. Plum Creek provides 18 holes of championship golf on a course that is home to Texas State University's men's and women's golf team.

Kyle maintains a small-town value system including dedication, integrity and creativity to their residents and business communities. When you're looking for something sweet, there's nowhere better to go than the "Pie Capital of Texas." Pies are serious business in the City of Kyle, where all kinds of sweet and savory confection are celebrated on your plate and in the town's lively annual festivals.

## City Government

The City of Kyle is governed by a council-manager form of government. The city council consists of three members representing geographical districts, three at-large council members, and the mayor, who is also elected at-large.





## Team Kyle Organizational Culture

The City of Kyle culture defines the way in which our employees interact with one another and with the public. The City of Kyle has taken specific actions to define its organizational culture with four essential core values. All management processes are developed to instill and reinforce the culture using the core values through employee job descriptions, hiring interview practices, on-the-job training, performance evaluations and the day-to-day work environment.

Team Kyle Culture is based on the Core Values (KYLE) listed below:

**K**NOWLEDGE- Knowledgeable in all aspects of job and City operations; maintains high quality of work. Training and Development is a priority to stay updated with best practices in the field.

**Y**ES-ATTITUDE- Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.

**L**EADING EDGE- Continually looking for areas to improve upon; decisive and adaptive; supports new ideas; a driver for change. Innovative.

**E**MPLOYEE ACCOUNTABILITY- Actively seeks and gives performance feedback to determine developmental opportunities; uses feedback as an opportunity for continuous improvement. Takes accountability for their mistakes and learns from them.

## The Water Utilities Department

The City of Kyle's Water Department is currently made up of 19 employees, which consists of Water Technicians, Equipment Operators, Instrumentation and Control Technicians, Pump and Motor Technicians, Compliance Technicians, Foremen and Crew Leaders.

The water distribution system is made up of pump stations, ground storage tanks, elevated storage tanks, and over 160 miles of water mains. Our smallest diameter water main is two inches, and our largest is 16 inches. In addition, we repair numerous water leaks per week and respond to calls from customers regarding potential leaks. Aggressively responding to leaks, or potential leaks helps to reduce water loss through the system which saves money and resources thereby reducing the cost to customers.

They currently have six elevated tanks with a storage capacity of 2.2 million gallons, and eight ground tanks with a storage capacity of 2.6 million gallons.

# Current Utilities Projects:

- **ARWA** - To meet the face growth of central Texas water demands, the City of Kyle partnered with the cities of San Marcos, Buda and Canyon Regional Water Authority in 2007 to form what is today called Alliance Water. The objective is to develop a cost-efficient project for public water supply treatment and delivery. The City of Kyle owns approximately 28% of this project with an investment of \$104,383,544 to date. The City of Kyle is scheduled to begin receiving potable drinking water from this source in the first quarter of 2025.
- **WWTP** - The City of Kyle recently completed the expansion of a 3.5 million gallons per day conventional activated sludge facility owned and operated by the City of Kyle. The investment to complete this project was \$34.2 million. The capacity of this facility is now rated at 4.5 million gallons per day. The City of Kyle's growth has triggered the next expansion of this facility which will be an additional 4.5 million gallons per day for a total plant capacity of 9 million gallons per day. The current 4.5 million gallons per day expansion design is under contract with CP&Y dba STV. Several improvements within the next phase of expansion will allow the City of Kyle to further improve the quality of effluent that is discharged and allow for the ability to expand the reclaimed water system in coordination with the reclaim water master plan for reuse opportunities.



## The Position

Under the administrative direction of the Assistant City Manager, the newly created Director of Water Utilities will plan, organize, direct, supervise, and administer all public works operations and departments, which includes Water Production and Distribution, Wastewater Collection, and Water and Wastewater Capital Improvement Projects. The Director of Water Utilities will compose reports for programs, analyze the effectiveness of service delivery, and develop goals and priorities for all areas of responsibility.

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

# Education and Experience

Qualified candidates will have a Bachelor's Degree from an accredited college or university in Business Administration, Engineering, Public Administration, or a closely related field, in addition to a minimum of ten (10) years of progressively responsible management experience and at least five (5) years of experience with a water and wastewater utility; a Master's degree may substitute for two (2) years of the required work experience. 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.

## The Ideal Candidate

This is a brand-new position for the City of Kyle. The ideal candidate should have knowledge of the principles and practices regarding water, wastewater, and stormwater, and local, state and federal water and wastewater utility regulations. This person will have experience in strategic planning and organizational development, and should possess financial knowledge to include fiscal planning, and budget management.

The ideal candidate must possess excellent customer service skills and a strong ability to build relationships with stakeholders and work closely and effectively with City Management, department heads, business and community groups, outside contractors, State and Federal officials, and the community.

The ideal candidate should demonstrate the capacity and interest to be an effective mentor and leader for staff. This individual should inspire staff to achieve excellence and encourage professional development. Advanced written and oral communication skills are imperative.



# Salary

The City of Kyle is offering a competitive salary at \$200K +/- 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**

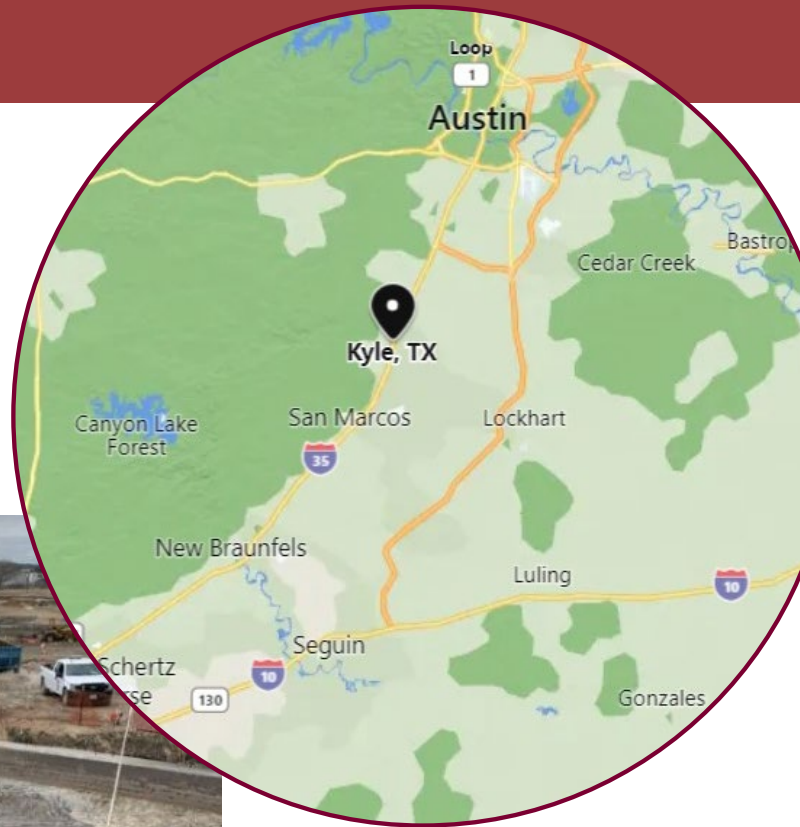
**Reference: KYLEDWU**

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