



# ASSISTANT DIRECTOR OF WATER UTILITIES, ADMINISTRATION

City of San Angelo, TX





# About San Angelo, TX

San Angelo is in the Concho Valley, a region of Texas between the Permian Basin to the northwest, Chihuahuan Desert to the southwest, Osage Plains to the northeast and Central Texas to the southeast. This geographical crossroads – plus the confluence of the three branches of the Concho River – has created a unique and special place in North America. A virtual oasis, San Angelo is home to three lakes, as well as the beautiful Concho River, which runs through the heart of the city.

San Angelo's 100,000 residents take pride in Angelo State University, Goodfellow Air Force Base, the International Waterlily Collection, excellent medical facilities and many cultural events. The versatile San Angelo State Park helped the city earn the number two spot on Livability.com's Top 10 Great Places to Ride a Bike. The Concho River Walk has been designated one of five Great Public Spaces on the American Planning Association's annual Great Places in America list.

San Angelo has consistently been ranked as one of the best small cities for business and employment. In 2015, San Angelo was named one of the top 25 cities to retire in by Forbes Magazine. San Angelo also ranked as one of the best cities for veterans in 2016 by Livability.com. Recently, San Angelo made another Forbes Magazine listing as one of the best small places for businesses and careers in 2019.

San Angelo offers a delightful mixture of arts and culture of West Texas, from a sophisticated symphony that showcases artists such as the Vienna Boys Choir to country and western music, to a civic ballet whose students regularly earn spots at top national dance academies to the folk dances of Mexico. Patrons enjoy live theater at the state's longest-running theater, Angelo Civic Theatre and on the Angelo State University campus. The Chicken Farm Art Center displays works by visual artists of all media, and the San Angelo Museum of Fine Arts, a world-class museum that received the prestigious National Museum Service Award, houses continually changing exhibits by artists from Texas and around the world. Also native to the Concho Valley is the San Angelo Stock Show and Rodeo, which began in 1932, making it one of the longest-running rodeos in the world.







## City Government

The City of San Angelo has a Mayor-Council form of government made up of a Mayor and six Councilmembers. The Mayor and Council serve a term of four (4) years, but no more than eight consecutive years, excluding service for any partial term. The City Council addresses issues such as public safety, infrastructure, taxation, economic development, parks and recreation, housing, and urban planning. Additionally, they are responsible for setting San Angelo's annual budget.

The City Manager serves as the chief executive officer for San Angelo's municipal government and is the staff liaison to the City Council.

## The Position

The Assistant Director of Water Utilities, Administration, position reports to the Director of Water Utilities, and works collaboratively with the Assistant Director of Water Utilities, Water Treatment Operations. The Assistant Director of Water Utilities, Administration, manages the important administrative functions of the Water Utilities Department through effective leadership, collaboration, and communication with Water Utilities staff and others. The key administrative functions of the Water Utilities department include metering and customer service, regulatory compliance and reporting, water use accounting, regulatory affairs, water rights administration, management of conservation and efficiency programs, budgeting, and project management. This position also ensures the Water Utilities Department services are provided in alignment with the City's goals and objectives, and in compliance with applicable state of Texas and federal regulations.







## Water Utilities Department

The Water Utilities Department exists to produce and supply safe, potable water for drinking and domestic use and uninterrupted, cost-effective wastewater collection/treatment services that satisfies the needs of all residential and commercial customers.

The team of 137 authorized FTEs, working with a budget of just over \$52.5 million annually, accomplishes these goals by providing continuous improvement in operations and customer service; maintaining infrastructure and facilities to maximize cost-effective service life and supply; developing and implementing plans to satisfy future water demands; providing a well-maintained wastewater collection system; practicing environmental responsibility and quality treatment services; and developing and implementing strategies to meet future wastewater demands. The team is divided into seven divisions:

- Water Treatment — treats and supplies safe drinking water to the community by managing multiple surface water sources, the Hickory groundwater supply, water towers and pump stations within the distribution system, and the water supplies impounded in the Twin Buttes and Lake Nasworthy reservoirs.
- Water Reclamation — responsible for treating the City's wastewater and operating the Kickapoo sludge composting facility that treats bio-solids from the plant.
- Water Quality — provides laboratory services in sampling, analyzing, evaluating, reporting and consulting on City water/wastewater quality and plant operational issues. The division also prepares the annual Consumer Confidence Report and administers the backflow prevention and industrial waste programs.
- Customer Service — responsible for setting up new accounts, handling customer requests and complaints, and managing connects and disconnects.
- Water Conservation — promotes efficient use of SanAngelo's public water supply to conserve and preserve the community's most precious natural resource through public education campaigns, public speaking events, facility tours, and more.
- Water Distribution and Wastewater Collection — responsible for installing and maintaining approximately 1,400 miles of water and sewer mains and appurtenances in the city, as well as installing new services.
- Utility Maintenance — provides maintenance and construction support to the water and wastewater treatment plants, pump stations, lift stations, and distribution and collection systems.





## Duties, Functions and Responsibilities

- Coordinates and oversees annual meter testing and calibration program for all high-service pump and booster pump meters, master meters, hydrant meters, and other large meters to ensure accuracy within applicable AWWA standards.
- Coordinates and oversees regulatory compliance with primary and secondary drinking water standards; chlorine residual, turbidity, and disinfection byproduct requirements in the water distribution system; TPDES wastewater effluent and biosolids disposal requirements; EPA lead and copper and backflow rules; city ordinances pertaining to backflow prevention and FOG management; and city safety standards.
- Coordinates and oversees annual water use accounting and water loss auditing in accordance with TWDB requirements.
- Manages special projects, such as the city's ongoing AMI meter replacement program, use of artificial intelligence to assist with customer service response, and development of water distribution system and wastewater collection system condition assessments and master plans.
- Coordinates with other Public Works divisions on long-range capital plans to replace aging horizontal and vertical infrastructure associated with water distribution and wastewater collection.
- Coordinates and oversee the city's water conservation and water use efficiency programs.
- Coordinates and oversee monthly and annual water rights usage and reporting to TCEQ.
- Establish and maintain good working relationships with TCEQ and TWDB regulatory staff, water customers, and other stakeholders.
- Works with the Engineering Department and outside consultants to develop and maintain robust and accurate hydraulic models of the city's water distribution and wastewater collection systems and identifies and recommends necessary horizontal and vertical infrastructure improvements pertaining to the city's water distribution and wastewater collection systems.
- Provides input to annual operating and maintenance budgets and capital improvement plans.
- Prepares monthly and annual water utility operations reports based on calendar year and water year.
- Prepares and manages administration budgets and monitors expenditures; prepares special and recurring operational reports; recommends and implements changes to existing policies.



# Knowledge, Skills, and Abilities

## *Required Knowledge of:*

- Fundamentals of civil engineering, water resources engineering, and/or environmental engineering; water chemistry; mathematics, and physics.
- Fundamentals of public water and wastewater treatment technologies, water distribution, and wastewater collection.
- Federal and state of Texas laws and regulations governing public water utilities, especially the Clean Water Act and the Safe Drinking Water Act, Lead and Copper Rule, Primary and Secondary Drinking Water Standards, and emerging contaminants.
- Principles and practices of engineering design and preparation of design and construction specifications, and government project scoping, cost estimating, procurement, and management.
- Federal and State of Texas grant and low-interest loan programs for public water utilities.
- Fundamentals of Texas water rights laws and regulations.
- Customer service and AMR and AMI metering technologies.
- Principles and practices of modern water conservation and efficiency programs.

## *Required Skill in:*

- Proficient in the use of Microsoft Office suite including Outlook, Word, Excel, and Power Point and the use of a scientific/engineering calculator.
- Strong working knowledge of AutoCAD Civil 3D and ArcGIS are a plus.
- Effective oral and written communication, teamwork, problem-solving, and leadership.



## Education and Experience

Qualified candidates will have a bachelor's degree in engineering, or business/public administration, and a minimum of five (5) years' experience in public sector utilities and engineering; an equivalent combination of education, training and utility-related experience will be considered.

## Certifications and Licenses

- Licensed as a Professional Engineer (PE) with the Texas Board of Professional Engineers is preferred.
- Operator license for water and/or wastewater from TCEQ is preferred.
- Must possess a valid Texas Driver License with a good driving record. Applicants with an out-of-state license must provide an original certified driving record from the state of driving.

## Ideal Candidate

We are seeking a strategic and forward-thinking leader to serve as the Assistant Director of Water Utilities, Administration, for the City of San Angelo. This individual will be responsible for overseeing the administrative functions of the Water Utilities Department, ensuring that operations align with the city's goals while maintaining compliance with local, state, and federal regulations. The ideal candidate will bring a strong background in water and wastewater administration, water resource management, and customer service, with a demonstrated ability to implement policies and programs that enhance efficiency and sustainability.

A successful candidate will have experience managing budgets, overseeing special projects, and developing long-term strategies to support the department's operations. The ideal candidate should possess a deep understanding of infrastructure planning, capital improvement projects, and regulatory requirements, including compliance with EPA, TCEQ, TWDB, and other governing bodies. Their expertise in water conservation and public engagement will be essential in fostering partnerships with city leadership, regional agencies, and the community to ensure a reliable and sustainable water supply.

This role requires a results-driven professional with strong leadership and problem-solving skills. The ideal candidate should be comfortable working in a collaborative environment, capable of effectively communicating complex technical and regulatory information to a variety of stakeholders. A background in civil engineering, public administration, or a related field will be highly beneficial, as will experience in developing operational plans and optimizing resource allocation.



# Salary

The City of San Angelo is offering a salary range between \$120,000 - \$140,000, in addition to a comprehensive benefits package, that includes health insurance, a robust wellness program, and a slate of paid holidays. The City participates in the Texas Municipal Retirement System at an employee contribution rate of 7% with a City matching ratio of 2:1. Relocation assistance will 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: SAWUADA**

Affion Public  
PO Box 794  
Hershey, PA 17033  
717-214-4922  
[www.affionpublic.com](http://www.affionpublic.com)



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