



CITY OF KYLE

An Equal Opportunity Employer
POSITION DESCRIPTION

Position: **Assistant Director of Water Utilities**

Employment Status: Full-time
FLSA Status: Executive Exempt

Department / Division: Water / WW
Reports To: Water Utility Director

GENERAL STATEMENT:

With nominal direction from the Director of Water Utilities, the Assistant Director will oversee various aspects of Water and Wastewater operations, including Plan Review, Capital Projects, Customer Service, regulatory compliance, and employee management. Key duties involve managing the Plan Review Team, Water and Wastewater Capital Improvement Projects (CIP) as assigned by the Director, budget planning, Departmental Liaison with Planning and Development Services, and collaborating with other departments to maintain a reliable water system.

ESSENTIAL FUNCTIONS:

- Develop and implement capital improvement plans for water infrastructure upgrades.
- Manage construction projects, including contractor oversight and budget monitoring.
- Review and approve engineering designs for new water lines and facilities and new developments.
- Prepare financial reports and presentations for the city council.
- Provide assistance with current and long-range planning activities related to Water Utilities.
- Analyze division operations and recommend effective and achievable predictive/preventative maintenance programs as appropriate.
- Comply with all federal, state, city, county, local, permit, and/or contractual requirements for water and wastewater operations.
- Attend City Council meetings as needed
- Prepare monthly reports of projects and activities as requested by the Water Utilities Director, City Manager, Assistant City Manager, or city leadership.
- Provide customer resolution regarding complaints concerning programs, activities, or operations at the Water Utility.
- Serve on boards and committees as assigned or appointed; represent the City at professional meetings, workshops, regulatory proceedings; deliver presentations.
- Oversees, coordinates, and administers assigned departmental projects and programs:
- Review project plans and specifications for water/wastewater/reclaimed water projects.
- Prepare/review project proposals, reports, and summaries.
- Conducts site inspections; monitors for compliance with project specifications as required.
- Plan, prioritize, and implement departmental programs.
- Assign, supervise, and evaluate project and program activities.
- Prepare reports and analysis on work related topics.

- Interfaces with Federal and State agencies on system inspections, notices of violation, resilience planning, water rights actions, protests of TPDES permit filings, CCN amendments and exchanges, and other regulatory affairs.
- Secondary contact with firms and administrators for professional services contracts for services related to the above (legal, engineering, or other contracts) for the division.
- Provide testimony/participate at TCEQ, PUC, SOAH, or other hearings or proceedings.
- Review all departmental programs and policies to ensure that desired service levels are provided to the citizens of Kyle and non-citizens within the City of Kyle.
- Assist the Water Utility Director in the preparation and administration of the departmental budget; monitors funds; compiles financial reports; communicates with employees.
- Provide leadership, guidance, and training to staff.
- Communicate departmental policies, procedures, and/or specific instructions to employees as required.
- Perform all other duties as assigned by the Water Utilities Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of fiscal planning and budget preparation.
- Knowledge of Local, State, and Federal water and wastewater utility regulations.
- Knowledge of technical aspects of operations and maintenance.
- Knowledge of supervisory and managerial techniques and principles.
- Knowledge, experience, and/or familiarity with all Water Utility machinery and equipment.
- Knowledge in administration, water distribution systems, water treatment & supply, wastewater collection systems, wastewater treatment plants, and reclaimed water.
- Skill in oral and written communications.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Skill in managing multiple programs, projects, and tasks.
- Skill in negotiations and handling conflict resolution
- Skill in analyzing complex data from various sources, synthesizing collected information, and developing sound decisions/recommendations
- Skill in developing, reviewing, monitoring, and evaluating contracts for services and/or materials
- Ability to manage multiple projects and programs simultaneously within approved budgets
- Ability to quickly recognize and analyze irregular events.
- Ability to establish and maintain excellent communication and working relationships with city personnel and the public.
- Ability to organize, analyze, interpret, and evaluate scientific civil engineering problems and provide practical, cost-effective solutions.
- Ability to manage/monitor CIP and construction schedules.
- Ability to lead and direct the activities of a department with more than 80 full-time employees
- Ability to maintain cooperative relationships with other city officials, the general public, and the news media.
- Ability to remain calm and act resourcefully in an emergency.
- Ability, with or without training, to complete construction plan reviews consisting of water, wastewater and any other construction related items.
- Ability to demonstrate proficiency in Microsoft Office Suite (MSWord, Excel,

PowerPoint, etc.) to produce presentations and reports containing charts and graphs to summarize departmental projects and activities.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities, including selection, training, evaluation, counseling, and recommendation for dismissal

MINIMUM QUALIFICATIONS, EXPERIENCE, AND/OR CERTIFICATIONS:

- Graduation with a Bachelor's degree from an accredited college or university with major coursework in a field related to Engineering
- Ten (10) years of progressively responsible management experience in a related field, including at least three (3) years of experience with a water and wastewater utility.
- A combination of training, education and/or experience which indicates the ability to possess a comprehensive knowledge of water utility administration and leadership may substitute for education for a maximum of four years.
- 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.

PREFERRED QUALIFICATIONS:

- Master's Degree in Public Administration, Business Administration, or Engineering
- Level "A" Water and/or Wastewater certification issued by the Texas Commission on Environmental Quality is required within two (2) years of employment.
- Licensed Professional Engineer

Other Considerations:

- Must live within 45 minutes of travel time to the City of Kyle during normal traffic conditions.
- Considered essential personnel and must be able to respond and assist in management of emergency and disaster related events, either natural or otherwise.

PHYSICAL REQUIRMENTS AND WORKING CONDITIONS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.

While performing the duties of the job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and smell.

The employee must occasionally lift and or move up to 50 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Environment

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet to moderate.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City of Kyle retains and reserves any or all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.