

# Assistant Director, Engineering Services

City of Austin,  
Austin Water Utility



## **About Austin**

Austin, Texas (population 825,000) is the 13<sup>th</sup> largest city in the country. Profiled as one of the most “green” and culturally dynamic cities, Austin was selected as the “Best City for the Next Decade” (Kiplinger), the “Top Creative Center” in the US (Entrepreneur.com), and is in the Top Seven List of Intelligent Communities for 2012 by the Intelligent Community Forum. Austin has a history as a leader in both technology and creativity. From the home of state government and the University of Texas, to the “Live Music Capital of the World” and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and green living. Since 1900, Austin’s population has doubled every 20 years.

## **Austin City Government**

The City of Austin is a progressive, dynamic, full-service municipal organization operating under the City-Manager form of government. The Austin City Council has six council members (one serves as Mayor Pro Tem) and a mayor. The entire City Council is elected at large by the voters of the city. Each member serves a staggered three-year term. Thus, three of the members are voted on one year, with the remaining members, including the Mayor, are elected the following year. The Mayor and Council Members may serve in their respective seats for a maximum of six years or two consecutive terms.

The City Council appoints the City Manager, who serves as the Chief Administrator and Chief Operations Officer for the City. The City Manager has responsibilities for guiding and directing day-to-day operations as well as providing strategic research, recommendations, and management leadership to the City Council on budget, programs, policies and services. The City Manager implements the organization’s administrative responsibilities with a strong team of professional department heads and Assistant City Managers.

The City Council and City Manager of Austin are committed to their mission of delivering the highest quality services in the most cost-effective manner. The organization’s vision is to make Austin the most livable city in the country and the City Manager’s resolve is to make it the best-managed city in the country.

## **Austin Water Utility**

Austin Water Utility is owned and operated by the City of Austin, Texas. Every day, Austin Water Utility provides clean, reliable water services for residential, commercial, industrial and public use, and has been doing so for more than a century. Austin Water Utility consistently ranks among the best in the country when it comes to water quality. We also treat, return and recycle wastewater in ways that protect our environmental resources. At all of our water and wastewater treatment plants, we far exceed federal and state requirements for clean water and environmental compliance.

Austin Water Utility supplies water to nearly 890,000 customers within and outside the corporate city limits of Austin, as well as the communities of Rollingwood, Sunset Valley, one water control and improvement district, five water supply corporations, seven municipal utility districts, and three private utilities.

## **Mission**

Austin Water Utility’s mission is to provide reliable and safe water and wastewater services to Austin’s growing population while conserving our water resources for future generations.

## **The Position**

Under nominal direction of the Director of Austin Water Utility, the Assistant Director, Engineering Services, develops, plans, and implements engineering programs, capital improvement projects, and project of water and wastewater infrastructure for the City of Austin.

## **Duties, Functions and Responsibilities**

- Directs assigned division and section activities, including audits of existing facilities, equipment, and personnel to ensure effectiveness and efficiency. Identifies and analyzes trends and determines methodologies to implement changes.
- Develops and implements short and long range plans, programs, and personnel that provide administrative and managerial support, fiscal management, and program planning, and evaluation.
- Determines goals, objectives, and resource requirements for activities within assigned divisions.
- Develops, revises, and implements standard operating practices, policies, and procedures within assigned divisions. Ensures divisions are in compliance with all City practices, policies, and procedures.
- Develops and reviews water and wastewater infrastructure engineering design and criteria, project delivery, Capital Improvement Projects (CIP), CIP tracking systems and project budgets and expenditures with variance explanations.
- Reviews, approves, and implements quality and safety systems and programs.
- Assists in the preparation, presentation, and monitoring of departmental budget.
- Represents the department at City Council meetings, citizens groups, boards and commissions.
- Provides support to other City departments and agencies as needed.
- Investigates and resolves Citizen inquiries and complaints.
- Reviews, analyzes, and prepares both written and oral reports.
- Other duties as assigned by the Director Responsibilities - Supervisor and/or Leadership Exercised: Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

## **Knowledge, Skills, and Abilities**

- Knowledge of technical aspects of operations and maintenance.
- Skill in using computers and related software applications.
- 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 organize, analyze, interpret, and evaluate scientific civil engineering problems and provide practical, cost effective solutions.

## Education and Experience

Interested candidates must possess a Bachelor's Degree from an accredited four-year college or university with major coursework in Engineering or a related field; plus six years of professional-level supervisory/ management experience in Engineering, Project Management, or a related field is required. A Master's Degree is preferred and may substitute for two years experience.

## Licenses and Certifications

State of Texas Professional Engineer Certification is required.

## Ideal Candidate

The ideal candidate should be knowledgeable of local, state and federal water and wastewater utility regulations. Prior experience working with water utilities and/or river authorities is desirable.

The successful candidate should possess financial knowledge to include fiscal planning, budget management and capital improvement projects.

The ideal candidate must possess excellent interpersonal skills with a strong ability to forge relationships with city staff and the community. This individual should demonstrate the capacity and interest to be an effective mentor and leader for staff. Prior supervisory experience in a large, robust city/organization is desirable.

Advanced written and verbal communication skills are imperative for this position.

## Salary

The City of Austin is offering a competitive salary commensurate with experience and a comprehensive benefits package. 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](mailto:resumes@affionpublic.com)

**Reference: AWUADE**

Affion Public  
20 North 2nd Street, Suite 200  
Harrisburg, PA 17101  
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