



Assistant Director, Pipeline Operations and Maintenance

City of Austin,
Austin Water Utility



About Austin

Austin, Texas (population 825,000) is the 13th 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, Pipeline Operations and Maintenance directs and manages Water Distribution System Maintenance, Construction Rehabilitation Services, Meter Maintenance, Collection System Services, Wastewater Collection Maintenance, and Valve and Hydrant Systems Maintenance.

Duties, Functions and Responsibilities

- Manages Program Area divisions including inspection, repair, operation and maintenance of water distribution and wastewater collections systems, meter services, construction rehabilitation and other aspects of pipeline operations and maintenance associated with safe delivery of potable water and proper collection wastewater.
- Develops and implements short and long range plans, programs, and personnel management that provide administrative, managerial support, fiscal management, program planning, and evaluation.
- Determines goals, objectives, and resource requirements for activities within the Program Area.
- Develops, revises, and implements standard operating practices, policies, and procedures governing the Program Area.
- Ensures Program Area is in compliance with all City practices, policies, and procedures.
- Develops and reviews water and wastewater infrastructure maintenance and repair functions and technical criteria.
- Reviews, approves, and implements quality and safety systems and programs.
- Assists in the preparation, presentation, and monitoring the departmental budget, and ensures department operates within appropriated budget.
- Represents the department at City Council meetings, citizens groups, boards and commissions.
- Provides support to other City departments and agencies on an enterprise basis.
- Investigates and resolves consumer/citizen inquiries and/or complaints.
- Prepares and presents reports by compiling, reviewing, and analyzing data; provides written and/or oral reports.
- 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.
- Knowledge of computer maintenance management systems.
- Skill in data analysis and problem solving.



Education and Experience

Interested candidates must possess a Bachelor's Degree from an accredited four-year college or university with major coursework in Construction Management, Business, Engineering, Public Administration, or a related field; plus six years of professional-level supervisory/ management experience in construction, water and wastewater utility repair or operations, or other areas related to the activities of the Program Area.

Ideal Candidate

The ideal candidate should be knowledgeable of city, state and federal regulations related to water and wastewater systems. This person should have experience managing multiple service centers.

The successful candidate should possess financial knowledge to include fiscal planning and assisting in budget preparation.

The ideal candidate must have the ability to establish and maintain excellent communication and working relationships with city staff and the community. This individual should demonstrate the desire to be an effective mentor and leader for staff.

The successful candidate must set a positive example of competence, professionalism, energy and work ethic to the organization. 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

Reference: ADPOM

Affion Public
20 North 2nd Street, Suite 200
Harrisburg, PA 17101
888.321.4922
Fax: 717-214-2205
www.affionpublic.com



Delivering Leaders.