

ASSISTANT DIRECTOR OF UTILITY OPERATIONS

The City of Port Arthur seeks an experienced, creative, and customer-oriented individual to serve as Assistant Director of Utility Operations to plan, supervise, and coordinate the activities of the water and wastewater utilities, encompassing solid waste and landfill division operations. The potential candidate will provide complex and administrative staff assistance to the Director of Utility Operations. Duties may include planning, supervision, and coordination of activities of the Department's laboratory analysis, potable water treatment, utility maintenance, engineering, and solid waste services.

Combination of experience and training equivalent to six (6) years of increasingly responsible experience in the administration of potable water and wastewater treatment, maintenance operations; three years of solid waste experience; and at a minimum, three (3) years in an advanced supervisory role.

A Bachelor's degree in civil or sanitary engineering preferred. Possession of, or the ability to obtain, a certificate of registration as a Professional Engineer in the State of Texas within twelve (12) months of appointment. Preference may also be given to individuals with experience in the management of wastewater and/or potable water treatment operations; possession of TCEQ or equivalent Class "B" Wastewater or Water certification.

Salary range is from \$73,343/yr. - \$91,396/yr. (DOE&Q) with an excellent fringe benefits package.

Interested applicants should submit a letter of interest detailing relevant experience, a resume' and a Disclosure and Release Form (found on www.portarthur.net under Employment), **OR** Complete an online application <https://cityhall.portarthur.net:444/Forms/HREmploymentApplication>. Official transcripts, and proof of professional licensure, will be required prior to final appointment of the selected individual. The position will remain open until filled.

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(EEO/AA/V/F/RC/H)

Plan, coordinate and direct the activities and work related to the accounting and billing of water, wastewater, and solid waste services.

Assist in the planning for the improvement of plant facilities through equipment acquisition and new construction; analyze and prepare recommendations and alternative plans for review by the Manager.

Monitor daily cost records for labor, equipment and materials for all construction work.

Plan, organize and schedule the staff and activities related to the construction, maintenance and operation of water utility including supply, purification and distribution, or a wastewater utility including conveyance and treatment.

Analyze reports and data to ensure that assigned utility is in compliance with all current raw water, potable water and wastewater discharge requirements and solid waste and landfill requirements established by Regional, State and Federal regulatory agencies; direct system adjustment to improve efficiency.

Participate in budget preparation; prepare cost estimate for budget recommendations; submit justifications for needed materials, equipment and staffing; monitor and control expenditures.

Coordinate administrative and technical activities with other divisions, City departments, divisions, sections, and with outside agencies; provide customer information to other departments as requested.

Monitor the collection, accounting and billing of utility service accounts; periodically audit accounts for accuracy. Respond to customer concerns; research potential errors and provide information/recommendations on error resolution.

Develop and revise computer programs and reports to improve the efficiency and accuracy of account records and billings; maintain integrity of computer database and records.

Maintain mental capacity which allows the capabilities to:

- exercise sound judgment and rational thinking under stressful circumstances
- evaluate various options and alternatives and choose an appropriate and reasonable course of action
- prepare complex policies and recommendations
- effectively supervise personnel
- operate effectively in an economically and culturally diverse environment

Maintain physical condition which will allow the capability to perform the following:

- running, walking, or standing for extended periods of time
- climbing stairs or ladders
- moving loads of approximately 25 - 50 lbs.

Maintain effective audio-visual discrimination and perception for:

- making observations
- reading and writing
- operating necessary and assigned equipment
- communicating with others

OTHER IMPORTANT RESPONSIBILITIES AND DUTIES:

Select, train, motivate and evaluate staff; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures and recommend employee terminations.

Assist in coordinating the activities of consulting engineers; assist in the development of plans and specifications for treatment plant construction projects and equipment.

Make critical decisions to resolve emergency conditions resulting from potable water and wastewater treatment system malfunctions.

Approve the purchase of equipment and assist in the development of specifications. Approve progress payments to contractors providing services to the City.

Respond to difficult citizen inquiries and complaints.

Negotiate and present contracts for approval.

Represent department at related meetings, community activities, and/or conferences.

Complete special projects as assigned, coordinate projects with government agencies and the public as required.

Plan and direct the maintenance of all water and wastewater lines; plan and direct preventive maintenance programs for water and wastewater treatment plant facilities and water and wastewater lines.

Plan and direct the maintenance work performed on treatment plant grounds, tanks, lift stations, offices, laboratory areas, and related facilities.

Respond to and resolve request for information, complaints and concerns from the public and regulating agencies.

Research issues and problems as required.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Theory and practice of modern potable water and wastewater treatment and of machines, equipment and material used in such treatment.

Principles and practices of engineering as related to the design and operation of water and wastewater treatment plants and operations.

Chemistry, biology, and bacteriology.

Chemical, physical and biological processes involved in potable water purification and waste water treatment.

Occupational hazards and safety precautions necessary in work.

Pretreatment Programs

Industrial wastes and their treatment.

Applicable Federal, State and local laws and regulations.

Principles and practices of laboratory management and analysis.

Potable water and wastewater treatment plant maintenance practices and procedures.

Procedures and techniques of budget preparation and administration.

Principles of personnel administration, supervision and training.

Routine accounting and billing principles and practices as applicable to utility services billing

Knowledge of major office software such as Microsoft Office Programs, Corel Word Perfect, or Lotus 1-2-3, FoxPro or dBase III+/IV, or Lotus Freelance Graphics, and HTE software package, specifically the Utility Billing module. Computer terminology and computer programming including knowledge of BASIC or RPG language and flow charting for new applications.

Modern office methods, principles, practices and equipment including data entry equipment.

Ability to:

Supervise, train and evaluate technical and clerical staff.

Plan, organize, assign and schedule a variety of technical, operational and maintenance programs.

Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.

Communicate effectively, both orally and in writing.

Prepare and monitor a budget.

Interpret applicable laws, rules and regulations.

Assist in preparing a variety of reports, studies and correspondence on technical and administrative matters. Work with consulting engineers and contractors.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Plan, schedule and supervise the collection, posting, and billing of utility account information.

EXPERIENCE AND TRAINING GUIDELINES:

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way would be:

Experience:

Seven years of increasingly responsible experience in the administration of potable water treatment, wastewater treatment, solid waste and landfill operations and maintenance operations, including five years of supervisory experience.

Training:

Possession of a Bachelor's degree from an accredited college or university in civil engineering or a related field.

License or Certificate:

Possession of, or ability to obtain within twelve (12) months of appointment, a certificate of registration as a professional Engineer in the State of Texas is desirable.

Possession of, or ability to obtain, an appropriate Texas driver's license.

*A demonstration of experience/training qualifications can be accomplished by meeting the TCEQ experience and training guidelines for eligibility for Class B Water Operator and Class B Wastewater Operator licenses.