

TREATMENT DIVISION MANAGER

Water & Wastewater Laboratory Services



Unique Opportunity

The City of Austin is seeking a highly qualified individual to fill a Treatment Division Manager position. This Manager will report to the Managing Engineer of Process Engineering & Laboratory Services and will be responsible for one water and two wastewater laboratories. The Division Manager in this role is intended to facilitate improved functionality, reporting ratios, and organizational support within the operational area of focus.

The City

This vibrant and dynamic city tops numerous lists for business, entertainment and quality of life. One of the country's most popular, high-profile "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 #1 on the "On Numbers Economic Index" as the fastest growing economy.

Austin continues to lead the country with its vision of being the "Most livable City in the country," emerging as a player on the international scene with such events as SXSW, Austin City Limits, Formula 1 and being home to companies such as Apple, Samsung, Dell and Seton Healthcare. 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 sustainability.

The City offers a wide range of events, from music concerts, food festivals and sports competitions to museum displays, exhibits and family fun. Austin is also home to a wonderful ballet, world-class museums, one-of-a-kind shopping, and beautiful outdoor spaces. You can just as easily spend your morning paddling the lake as you can strolling through a celebrated history museum.

Located at the edge of the Texas Hill Country -- rolling terrain of limestone bluffs, springs, rivers and lakes -- Austin's climate is ideal for year-round jogging, cycling, hiking on the City's many trails or swimming at Barton Springs or one of the area's many other swimming holes. There are a number of excellent golf courses in the area as well as excellent opportunities for rowing, kayaking, canoeing, camping, rock climbing, disk golf, mountain biking, fishing and more. Austin has something for everyone.

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 City has a 10-1 structure whereby the Council is elected from 10 single member districts, with the Mayor at large. 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 is the chief administrative and executive officer of the City. The City Council and City Manager are committed to their mission of delivering the highest quality services in the most cost-effective manner. The City Manager's resolve is to make it the most livable and best-managed city in the country. To learn more about the electrifying City of Austin go to: www.austintexas.gov

The Position

TREATMENT DIVISION MANAGER - Water & Wastewater Laboratory Services

Under nominal direction of the Managing Engineer, this position manages a division of 41 employees that provides laboratory and regulatory support to the water, wastewater, reclaimed water, and biosolids treatment facilities. The services include oversight of the Laboratory Services Division that provides analytical services through sample collection, testing, quality assurance and reporting. This includes maintaining a National Environmental Laboratory Accreditation Conference certification.

Preferred Qualifications

- Ten (10) years of experience supervising a minimum of five (5) employees including hiring, discipline, and evaluating performance
- Experience with all aspects of TNI accreditation, including audits, recordkeeping, proficiency testing, and standard operating procedures
- Experience in the development and management of a laboratory budget, as well as professional services agreements, contracts, and purchases relating to water and wastewater laboratory services
- Experience managing a multi-site laboratory program
- Experience in procurement, operation, maintenance, and troubleshooting of lab equipment and associated service contracts
- Thorough knowledge of equipment, materials, methods and procedures used in laboratory analysis of water and wastewater
- Demonstrated ability to work collaboratively and communicate with internal and external stakeholders
- Demonstrated ability to provide responsive customer service to a variety of customers within the organization
- Ability to manage multiple ongoing projects, keeping stakeholders informed of status

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following:

- Develops, executes, and evaluates strategic short-range and long-range plans and criteria for a variety of projects, programs, and division activities.
- Coordinates facility, process and project activities within the division, between other Utility divisions and City departments, and with outside consultants, engineers, associations, regulatory agencies, neighborhood associations and general public.
- Evaluates programs for effectiveness and accomplishment of goals.
- Generates and analyzes data to discern patterns, discrepancies, and opportunities for process improvements.
- Prepares, consolidates and monitors division-wide budget based on budgets for plants, laboratories, and treatment infrastructure.
- Contributes to writing specifications for requests for proposal (RFPs) or requests for quotes (RFQs), evaluates bid proposals, and recommends or approves contractor selection.

Essential duties and functions continued on the following page

Austin Water is owned and operated by the City of Austin, Texas. Every day, Austin Water provides clean, reliable water services for resident, commercial, industrial and public use, and has been doing so for more than a century. Austin Water 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 resource. We far exceed federal and state requirements for clean water and environmental compliance at all of our water and wastewater treatment plants.

Austin Water supplies water to over one million customers within and outside the corporate city limits of Austin, as well as two near-by communities, one water control and improvement district, five water supply corporations, seven municipal utility districts, and three private utilities.

Mission

To provide safe, reliable, high quality, sustainable and affordable water services to our customers so that all community needs for water are met.

Essential duties and functions continued:

- Develops, reviews, revises and approves procedures and specifications for plant, field or laboratory operations, equipment and technical instrumentation; analytical testing procedures, quality control programs, safety programs, and training programs.
- Interprets, explains, and ensures compliance with applicable policies, procedures, ordinances and federal/state regulations.
- Facilitates, conducts, attends meetings and represents the division, department and City.
- Provides technical advice and assistance to internal and external customers.

The Ideal Candidate

The ideal candidate should be knowledgeable of local, state and federal water and wastewater utility regulations. This individual will have a thorough knowledge of public water and wastewater utility operations, including process optimization, regulatory compliance, budget development and controls, and utilizing performance measures to drive improvements. This leader will have substantial business acumen and a thorough understanding of the critical role played by the program areas in the business model of a public utility. Advanced written and verbal communication skills are imperative for this position.

This seasoned leader will have skill in developing and maintaining cooperative and constructive relationships with both internal and external customers, as well as have the ability to be a positive and professional representative of the Utility to customers and the general public.

Other behaviors of the ideal candidate will include being a person of integrity who displays openness and honesty in all interactions, a leader who demonstrates fairness as well as strength. The candidate should be willing to question the status quo and traditional approaches, and be a force for constructive and positive change. The candidate will be a leader and manager who views problems from a broad perspective and emphasizes solutions that support strategic objectives and employs recognized best practices. In addition the ideal candidate should demonstrate a sincere interest in the development and success of others, and have the ability to address internal issues directly and forthrightly. Prior supervisory experience in a large, robust city/organization is highly desirable.

Education and Experience

Interested candidates must possess a Bachelor's degree from an accredited college or university with major coursework in microbiology, biology, chemistry, environmental sciences, physical sciences or engineering with a minimum of 16 college semester credit hours in general microbiology and or a degree in chemical, environmental, biological, physical sciences or engineering with at least 24 semester hours in chemistry, and six (6) years of progressively responsible experience related to the activities of the division, four (4) years of which must be in a supervisor or management capacity. A Masters or Doctoral degree in one of the above disciplines may be substituted for one (1) year of experience. Experience cannot be substituted for education. A valid Texas Class C Driver license is required at the time of hire.

Compensation and Benefits

Salary - The salary range for the Treatment Division Manager is \$75,088 to \$99,236. Starting salary will be determined based on the qualifications and experience of the candidate selected.

Other Benefits - Austin Water offers an excellent comprehensive benefits package which includes a defined benefit pension plan, health, dental, vacation, holidays, sick leave, parental leave and Healthy Connections, our very vibrant wellness program.

Application and Selection Procedure

To be considered for this exceptional opportunity, please complete an online application at the following address: www.austincityjobs.org, [Requisition #COA78658](#). Please refer to the Job Posting for the close date.

Selection Process: Applications will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview. Austin Water anticipates making an appointment to the position following final interviews and the completion of reference and background checks to be coordinated with the successful candidate.

For additional information or questions please contact:

Beth Blaker

Human Resources Advisor - Employment

City of Austin | Austin Water, HRSD

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