



The City of Athens is seeking a dynamic and professional Utilities Director

The Community

With 13,000 residents, Athens has the charm of a small East Texas town while still retaining many of the qualities of a larger city. As the seat of Henderson County and conveniently located just 45 minutes from the Dallas-Fort Worth (DFW) Metroplex, the City of Athens is experiencing an exciting resurgence of growth and development.



While progress is evident everywhere, Athens embraces its heritage and celebrates its colorful past. Athens is nationally known as "The Home of the Original Hamburger", and hosts the Uncle Fletch Hamburger Festival each summer. Among its many other festivals and community gatherings is the Annual Texas Fiddlers Contest and Reunion, the oldest such event in the nation. A burgeoning downtown district and historic square, stunning scenery, beautiful lakes, thriving small business community, unique restaurants and outdoor activities make Athens a truly special live, work, play destination.

Athens is home to Trinity Valley Community College, seven campuses of Athens ISD as well as several private schools. The community is well known for its rolling, forested hills and outdoor recreation, including Lake Athens, Texas Freshwater Fisheries Center and the East Texas Arboretum.

The Organization

The City of Athens is governed by a home-rule charter with a council-manager form of government. The City has more than 135 authorized positions, a FY 2017 \$20 million operating budget, and a newly approved \$12 million capital improvements program, with a property tax rate of \$0.685 per \$100 of valuation.

The organization is in the midst of unprecedented progress and activity, marked by a significant increase in projects and initiatives designed to deliver 21st century services to the citizens of Athens. With a mix of new and tenured employees, the workforce strives to meet the daily challenges of a dynamic and evolving municipal landscape in a professional and customer-oriented manner.

The City of Athens is dedicated to building an organizational culture with a solid foundation in professionalism, values and service orientation.



The Position and Department

The position of Utilities Director is a critical position for the City and its future. Working as a member of the Management Team and under the direction of the Managing Director of Public Service, the successful candidate will play a key role in shaping the City of Athens workforce and workplace into the future.

Athens requires steady and assertive leadership in the Utilities Department to support the maintenance operations, capital improvement projects, and to ensure compliance with state and federal regulations. The Utilities Director position will manage activities for the Utilities Department, which includes:

- Water treatment operations
- Distribution and collection operations;
- Wastewater treatment operations;
- Budget and personnel management; and
- Water utility project management.

The key goal and responsibility of the position will be to incorporate an up to date, best practice approach to all aspects of operations.

Ideal Candidate

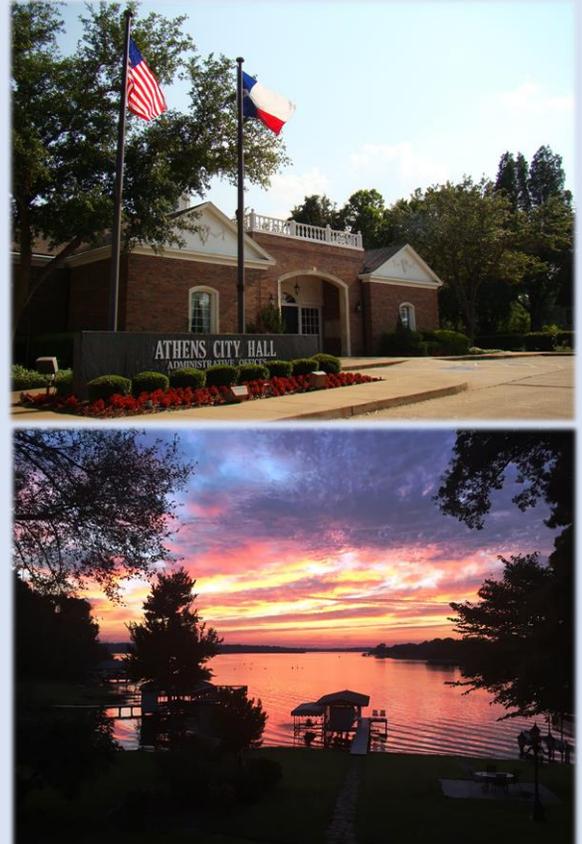
The ideal candidate will be an experienced, competent, and accessible professional with knowledge of the principles and practices of water utilities operations and regulation. Candidates should understand emerging issues in their field and demonstrate the ability to provide leadership on these issues to their department.

Top candidates will be confident leaders, forward-thinking, and able to apply creative solutions to solve complex issues and demanding processes. They will employ collaboration often, but understand the value of decisiveness in critical situations. Exceptional interpersonal skills will be evident, as will a capacity for learning and curiosity. They will view professionalism and integrity as non-negotiable.

Athens offers a competitive salary, based on qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a matching municipal rate of 2:1. Leave and health insurance are provided with additional elective benefits available.

Application

Please apply by sending a cover letter and detailed resume as soon as possible to: humanresources@athenstx.gov. Review will begin immediately and position is open until filled. The City of Athens is an Equal Opportunity Employer and values diversity in the workplace. Applicants selected as finalists for this position will be subject to a comprehensive background check.





Utilities Director

\$63,485 – \$86,090 Annually

SUMMARY:

Directs and manages activities for the Utilities Department, which includes the Water Utility, Wastewater Utility, Distribution and Collection, and associated administrative responsibilities. Assures the effective completion of maintenance and CIP projects and compliance with State and Federal regulations. Supervises operations and personnel. In cooperation with the position's immediate supervisor, prepares and monitors department and project budgets and financial documents.

Essential Functions:

1. Develops and directs project strategies to meet City goals and objectives; interprets concerns, defines desired results, develops solutions, determines scope and priorities of programs and special projects; develops project budgets and manages expenditures.
2. Evaluates City needs and Capital Improvement Program (CIP) plans and determines Utilities CIP plans, priorities, and resource requirements.
3. Develop, negotiate, direct, oversee and participate in the development of construction service and relevant CIP contracts. Continually evaluates the performance and quality of services provided.
4. Interprets and explains federal and state rules and regulations pertaining to utility services; completes and submits regulatory reports as needed.
5. Evaluates and analyzes departmental policies and procedures and recommends solutions.
6. Assists the Managing Director of Strategic Operations with programs and technical issues; provides assessments of operational strategies and priorities;
7. Makes recommendations for process, procedure, and technical improvements to utilities operations to ensure conformance with generally accepted best practices.
8. Assists Managing Director in long range Utility planning;
9. Monitors project budgets and develops and monitors project schedules, including reviewing invoices and recommending change orders as needed.
10. Assists Managing Director with annual departmental budget preparation and monitors expenses for budget compliance.
11. Reviews engineering reports, plans, and specifications prepared by engineers for conformance with specified design criteria and construction standards and performs detailed calculations to verify accuracy.
12. Conducts field inspections of project work in progress and upon project completion.
13. Serves as a member of the City of Athens Management Team and models leadership qualities for the entire organization.
14. Performs such other related duties as may be assigned.

QUALIFICATIONS:

Knowledge of:

- Construction maintenance, upgrade and improvement techniques for municipal water and wastewater system operations.
- Federal, State and City laws, rules, regulations and guidelines related to municipal water and wastewater operations.
- Construction contract administration.
- Management and administration practices and procedures.

Skill in:

- Inspecting construction projects in progress and upon completion.
- Effective verbal and written communication.
- Planning, developing and implementing projects.
- Budget preparation and administration.

Education and/or Experience:

- Bachelor's degree in engineering, construction management, public administration, or a related field from an accredited college or university OR equivalent experience.
- At least five (5) years of progressively responsible experience in public works, utilities, engineering or a related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities;
- Possession of Class B Water and/or Wastewater license from Texas Commission on Environmental Quality (TCEQ);
- Valid Texas Driver's License

WORKING CONDITIONS:**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment and construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to bending, reaching, kneeling and lifting such as when reviewing plans, specifications and conducting inspections
- May be subject to working extended hours and responding to emergencies on an on-call basis.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes, odor/dust, water borne pathogens and poisonous insects, spiders and snakes or wild animals common to water, wastewater and underground utilities.
- Must be able to lift up to 50 pounds

PLEASE APPLY BY COMPLETING THE EMPLOYMENT APPLICATION WHICH CAN BE FOUND AT www.athenstx.gov

Human Resources or obtained at the City of Athens, Human Resources Department, 508 E. Tyler, Athens, TX 75751

Phone : 903-677-6639 • Fax : 903-675-7562 • Email : humanresources@athenstx.gov

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