

### Job Description

<b>Position Title</b>	Assistant General Manager for Water & Wastewater (AGM)		
<b>Reports to</b>	General Manager	<b>Section</b>	Operations
<b>Start Salary</b>	Compensation Commensurate with Experience	<b>Job Category</b>	Exempt Manager
<b>Date Adopted</b>	January 9, 2024	<b>Location</b>	Main office

**Purpose:**

The AGM is responsible for supporting the strategic and tactical oversight of developing, implementing and administering water distribution and wastewater collection operations and maintenance policies and programs. This position helps oversee emergency responses, preventive maintenance and construction programs for the water, wastewater and reuse water systems for the entire CCSUD service area and associated service in other water CCN for hire. These programs include construction, wastewater line cleaning and televising, leak detection, and concrete and asphalt services. The AGM will help determine, develop and implement appropriate programs within the defined and/or contracted service areas.

**Supervisory Role:**

This position supervises the day-to-day activities of approximately 18 - 20 personnel.

**Essential Duties and Responsibilities:**

1. Provide leadership and direction to the water distribution and wastewater collections operations and maintenance policies and programs. These programs include construction, wastewater line cleaning and televising, leak detection and asphalt and concrete services.
2. Develop, coordinate and provide executive level oversight in conceptual planning efforts for CCSUD to ensure overall integration with the district's plan.
3. Initiate, support and implement various program initiatives.
4. Implement construction activities and capital improvement needs of CCSUD to assure and maintain system reliability.
5. Initiate, promote recommend and implement CCSUD policies and procedures.
6. Promote and support the development of new innovative technological advances in the water and wastewater industry.
7. Manage and provide guidance in the development of policies, procedures and methods of maintaining and repairing the system for optimal efficiency (i.e. performance indicators, continuous improvement, process analysis, etc.).
8. Supervise, select, develop, train, determine compensation and evaluate personnel.
9. Train and mentor employees and facilitate interdepartmental teamwork.
10. Communicate expectations and guidelines clearly.
11. Promote and encourage teamwork and cooperative efforts internal and external to CCSUD, including outside agencies and the communities served.
12. Influence events in order to optimize organizational resources and achieve district goals.
13. Promote and reward high performance and respect and promote diversity.
14. Apply principles and practices relating to water, wastewater and reuse water infrastructure planning, development, environmental and regulatory requirements, and maintenance.

15. Apply their knowledge of CCSUD Operation, Maintenance and Capital needs to assist during the Budget Process for each fiscal year.
16. Establish and maintain effective working relationships and public relations
17. Provides excellent customer service
18. Prepares and/or review technical reports and plans prior to submission
19. Provides leadership by example
20. Performs other related tasks as directed

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

1. Education:
  - a. Bachelor's Degree in Engineering, Business Administration, Public Administration or related field from an institution accredited by a nationally recognized accrediting agency and/or sufficient direct work experience/tenure in the water/wastewater industry that equates to the educational degree.
  - b. Texas Commission on Environmental Quality license at the "C" Groundwater Operator level and Texas Commission on Environmental Quality license at the "C" Wastewater Operator as a minimum. Grade "B" in both Water and Wastewater a plus
2. Experience:
  - a. Requires 8 - 10 years of increasingly responsible experience in leading, managing and directing operations, maintenance and repair programs of water, wastewater, reuse water utilities, and/or district operations, including 8 - 10 years of experience in supervising personnel.
3. Specialized knowledge:
  - a. Operational characteristics, services, and activities of water and wastewater systems
  - b. Design, construction, functions and purposes of:  
Water treatment and distribution systems  
Wastewater, collection and treatment systems
  - c. Standard principles of hydraulics, biology, chemistry, and mathematics as related to water treatment, water distribution, wastewater collection and wastewater treatment
  - d. Basic mechanical and electrical systems
  - e. Materials, methods, practices and equipment used in water and wastewater systems maintenance and repair activities
  - f. Occupational hazards and standard safety precautions necessary in utility work
  - g. Principles of supervision, management, and training and performance evaluation as applied to water and wastewater systems and personnel
  - h. Current knowledge of physical, chemical and bacterial processes involved in water treatment, water distribution, wastewater collection, and wastewater treatment systems
4. Skills:
  - a. Must have excellent communication skills both verbal and written
  - b. Bilingual in Spanish a plus
  - c. Must demonstrate excellent organizational and planning skills; strong attention to detail and a high level of accuracy
  - d. Must have excellent interpersonal skills, with the ability to interact with all levels of workers and external high-ranking officials

- e. Strong leadership skills accompanied with high level of capability to train/coach staff to become totally proficient in the use of all of the tools required to do their job
- f. High degree of proficiency in problem analysis and assessment, displaying sound judgment and strong problem-solving ability
- g. Must have a moderate to high level of proficiency in MS Office programs.
- h. Must be self-motivated in order to complete job requirements without constant supervision.
- i. Confident decision making
- j. Strong work and time management skills
- k. Ability to delegate authority and responsibility
- l. Information gathering and monitoring
- m. Initiative, integrity, adaptability and strong character are a must

### **Work Environment and Physical Demands**

- 1. Harsh Texas weather conditions; hot, cold, wet etc...
- 2. Must not have existing medical conditions aggravated by constant exposure to intense climatic conditions
- 3. Must be able to qualify for wearing a respirator
- 4. Required to observe all safety and environmental policies in compliance with federal, state and local laws
- 5. Office environment. Work days: Monday through Friday. Hours: 8 AM – 5PM, except during emergencies and when requested by the General Manager or the Board of Directors. Normally a 40 hour work week.
- 6. Must have professional appearance, consistent with The Employee Policy Guide
- 7. Must be able to lift 50 lbs. unassisted on an infrequent basis

### **Disclaimer**

This position description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.