



CITY OF BUCKEYE
invites applications for the position of:

Water Resources Director

SALARY: \$3,989.60 - \$6,502.40 Biweekly
\$8,644.13 - \$14,088.53 Monthly
\$103,729.60 - \$169,062.40 Annually

OPENING DATE: 07/17/17

CLOSING DATE: Continuous

POSITION SCOPE:

*****RECRUITMENT IS OPEN UNTIL FILLED*****

Works under the general direction of the City Manager. The Water Resources Director is responsible for developing and implementing policy initiatives; setting the tone, climate and vision for the department; ensuring compliance with statutory requirements and directives; planning, organizing and directing the overall operations of the department including personnel, budget and resources; making recommendations to Council and City Manager on the design, development, and operation of the City's water and wastewater systems, the City's water resource planning activities and utility billing function.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, directs, coordinates and supervises the activities of the Water Resources Department by developing and implementing policies, preparing reports and conducting analyses. Manages, coordinates and evaluates the work of those engaged in water and wastewater operations, utility billing and other functions as assigned.
- Develops goals and objectives of short and long-range policies, procedures and plans.
- Serves and participates on various City, regional agency and ad hoc committees by attending team activities and serving as a City representative. Confers with City, County, State, and Federal agency officials regarding plans and priorities for existing and future programs.
- Negotiates water sales and water exchanges.
- Consults with the City Manager on policy matters and other City Directors on operational issues.
- Attends City Council meetings and reports on departmental activities.
- Prepares rate analyses and recommends rate adjustments to the Council.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
- Directs short and long-range water planning activities including research, analysis, issue identification, projection modeling and related tasks.
- Manages the work of administrative, professional, technical and skilled labor staff involved in the design, construction and maintenance of the City's water and wastewater operations.
- Interacts with City officials to keep them informed of matters relating to Water Resources and their possible impact on citywide issues.
- Confers with engineers, developers, architects and a variety of agency representatives regarding Water Resources matters.
- Provides recommendations to management regarding the City's water and wastewater resources, policies and procedures.
- Performs special studies and analyses; recommending changes to improve operations.

- Supervises and participates in the development and administration of the Water Resources Department budget, including but not limited to establishing departmental guidelines and instructions; identifying funds needed for staffing, equipment, materials, and supplies; reviewing budget requests and recommendations; monitoring and approving expenditures; and recommending and implementing budget adjustments.
- Oversees the development and implementation of water and wastewater projects; works collaboratively with Construction and Contracting division by providing scope of work in the preparation of bid request, reviews proposals, participates in vendor selection. In partnership with Construction and Contracting staff prepares and monitors project budgets and completion deadlines, staffing and other project management issues.
- Establishes professional relationships, and confers with other water resources and irrigation providers within the City to ensure residents are receiving acceptable water quality and service.
- Confers with, and advises, staff of issues relating to water and wastewater maintenance and operations. Provides interpretation and guidance regarding enforcement of rules and regulations.
- Responds to, and resolves, the most difficult citizen inquiries and complaints.
- Meets with the public in small and large groups to discuss City water and wastewater policies, practices, and problems.
- Maintains departmental awareness of contemporary developments in management and the fields of specialty.
- Supervises department personnel; coaching, mentoring, evaluating, hiring, and disciplining staff.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS & POSITION REQUIREMENTS:

Bachelor's Degree in Civil Engineering, Water Resources, Environmental Science, Hydrology or related field, and ten (10) years progressively responsible professional and supervisory experience in hydrology, water resource management, environmental compliance, planning and communications OR an equivalent combination of education and experience.

Strongly Preferred: Experience working in a governmental environment; familiarity with the Arizona Groundwater Management Act; long-term strategic vision for sustainable water supplies; utility financing experience; master planning experience; and a dynamic and engaging personality.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- State and Federal laws, regulatory agencies and other resources for Water programs.
- Environmental quality and environmental protection rules and regulations.
- Principles, practices and methods of water resources planning and principles; project and administrative management techniques, including budgeting, planning, bid specifications, records management, and practices of employee supervision.
- Governmental budget preparation and administration.
- Safety standards and practices in hazardous environments, including OSHA safety rules and regulations.

Ability to:

- Apply appropriate engineering principles to ensure compliance with water supply and water treatment standards and specifications.
- Apply appropriate engineering principles in reviewing/evaluating capital improvement plans and as-built construction.
- Support City Council and top management decisions.
- Understand business implications of decisions and align work with strategic goals.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Generate creative solutions.
- Be an effective member of a team and support and encourage collaborative work groups.
- Negotiate effectively.
- Develop and implement strategic business and operating plans.
- Effectively analyze and resolve operational and procedural problems.
- Read and interpret blueprints and technical reports.

Skill in:

- Interpreting, understanding and applying Water standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Establishing and maintaining cooperative and effective working relationships with City officials and staff, citizen groups, community leaders, businesses and the general public with widely diverse points of view.
- Inspiring and motivating others to perform well with ability to effectively influence actions and opinions of others.
- Assessing community needs and developing solutions.
- Promoting and enforcing safe work practices.
- Effective oral and written communication.

ADDITIONAL INFORMATION:

Special Requirements: Possession of a Valid Arizona Drivers License.

Physical Demands / Work Environment: Work is performed primarily in a standard office environment, however, may require some exposure to the outdoors, during different times of the year, at public facilities and job sites.

Reports To: City Manager

FLSA Status: Exempt

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.buckeyeaz.gov>

Position #00304
WATER RESOURCES DIRECTOR
AE

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