

# Watershed Director II (DWM - OLIO - Technical Services)

Atlanta, GA, United States

## JOB DESCRIPTION

**Posting:** Ongoing until filled

**Salary range:** Commensurate with experience

*At the City of Atlanta, we are passionate about building and improving our community. Our police officers, firefighters and building inspectors keep our citizens safe. Our Public Works staff keeps our City clean and helps maintain, build and improve our City's infrastructure. Our City planners help envision and shape future City growth. Our Parks & Recreation professionals enhance our quality of life.*

*Our engineers help keep our drinking water clean, the largest airport in the world (by passenger volume) operating and our buildings maintained. Along with the host of Finance, Procurement, and Human Resources professionals whose support is vital, we are the City of Atlanta! If you are seeking a meaningful role where you can make a real difference improving and growing our City, we welcome you to explore the job opportunities we have to offer.*

### **General Description:**

The **Watershed Director II (Technical Services)** manages the division responsible for providing technical support to the sewer collection system and water distribution system operating divisions. Responsible for the administration and management of linear infrastructure-related capital projects, including program implementation, and business operations. Areas of responsibility include planning and evaluation, policy and program development, operations technical support, personnel and fiscal management, and public relations. This is a high level of strategic and operations management, reporting to the Deputy Commissioner of Linear Infrastructure Operations (OLIO). Position manages a primary function of the department and recommends operating policies and procedures subject to department's executive approval. This level would be expected to manage a varied array of professionals, managers, and line level staff. This is NOT a routine promotional level position and the specific justification for classification at this level must be documented.

### **Supervision Received**

May work independently or part of a team of directors and managers that meet to discuss issues related to budgets, staff, policy, and operations. Direction received is very general and focuses on strategic objectives and is typically collaborative in nature. This is a policy-making level of management and would be considered "upper middle" management.

**Essential Duties and Responsibilities:** *These are typical responsibilities for this position and should not be construed as exclusive or all inclusive. May perform other duties as assigned.*

- Provide operations technical support to the operating divisions within the Office of Linear Infrastructure Operations to promote operational efficiency through management of special projects, engineering support and regulatory compliance assistance.
- Assist in the direct management responsibility for the day-to-day operations of the Sewer Collection and Water Distribution Divisions of the Office of Linear Infrastructure Operations.
- Manages the annual service contracts for the Office of Linear Infrastructure Operations which includes the formal contracts, goods and services, and inter-jurisdictional expenses. Approves payroll for the distribution groups.
- Manage the Department's utility protection group, annual capital projects group, distribution system specialty and technical services group and the Office's plan review, permitting and records management groups
- Administers approved operations and maintenance budget for division.
- Develops policies and writes rules and regulations for responsible division; interfaces with the Mayor's office, City Council, and other departments for policy and technical issues; Resolves technical issues and make final determination regarding the application of Federal, State, and local requirements.
- Assists in the oversight and management of the operation of the City's Water Distribution system operations and maintenance crews which support the piping network conveys potable water throughout the City of Atlanta and adjacent parts of Fulton County.
- Ensures both, the short-term and long-term financial health and viability of the division; provides assurance related to the delivery of financial-related information to internal management, City Council, Bond Rating Agencies, and the department's bondholders; provides financial leadership and oversight of the department's annual financial audit.
- Ensures the City is in compliance with all state, federal, local & regional policies, laws and regulations pertaining to water conservation.
- Provides positive leadership, working harmoniously with others in the Department and other organizations, and ensuring that the day-to-day activities.
- Ensures the responsible division has all the necessary resources required to successfully complete job assignments to include financial, human, and administrative related areas which enables the City to fulfill its mission to deliver safe potable water services and collect and convey sewerage for the City's customers 365 days a year.
- Directs and prepares the annual budget submission and detailed financial plan; duties include budget formulation and execution, approving all budget adjustments and budget transfers, developing the plan assumptions, and ensuring that the annual budget is in sync with the strategic financial plan.
- Provides leadership and direction to group managers and oversees project goals. Develops project strategies, implementation plans, project scopes and milestones.
- Prepares a variety of program, administrative, or office forms, reports, documents, and correspondence.

### **Decision Making**

This position generally required to provide input regarding decisions that impacts a defined area within the Department of Watershed Management's Offices and Divisions. Such issues may be related to policy/procedure, strategy, budget, and/or technical. May commit office to action. Establishes organization strategy and policy within required legislative or executive limitations.

### **Leadership Provided**

Provides guidance to a varied group of Managers and Supervisors or may directly supervise a staff of professionals and team leaders engaged in an organization-wide or policy-advisory activity. Guidance should typically be general in nature and focus on objectives, end results, and policies.

### **Required Knowledge, Skills, And Abilities**

- Extensive knowledge of technical terminology; extensive knowledge of water and sewer infrastructure to include installation, repair and maintenance operations, construction projects - administrative or field; knowledge of engineering, water, procurement, hydraulics, and geotechnical processes and terminology; knowledge of legal requirements of water conservation laws & ordinances; thorough knowledge of the principles and practices of water resource management and watershed science; knowledge of grant writing and grant management.
- Strong Computer and Software (Microsoft) Skills; very strong administrative and managerial skills; inter-personal and team working skills; skilled in communicating verbally and written.
- Ability to develop relationships and partnerships; ability to write clear and concise technical documents; ability to read, understand, and prepare legal documents; ability to operate city vehicles: sedan, 14-passenger van, and pickup truck; ability to effectively negotiate resolutions of conflicts among citizens, neighbors, elected official, and staff, as well as efficiently manage a government office open to the public; ability to interact effectively with various personality styles and with upper departmental management or elected officials; ability to read and interpret construction drawings; ability to interpret laws, regulations and guidelines; ability to utilize Microsoft suites, Computerized Maintenance Management System (CMMS) software programs and project management software programs.
- Ability to maintain effective working relationships with a diversified group of people under trying and stress-producing conditions.
- Ability to communicate in a courteous, professional manner to reflect a positive image of the Office of Linear Infrastructure Operations to its internal & external customers and the general public.
- Ability to research, interpret, explain, and correctly apply policies, rules, regulations, and procedures.

# QUALIFICATIONS

## **Minimum Qualification:**

- Bachelor's degree in Engineering, Construction Management, or related field. (Equivalent professional experience may be considered for substitution for the bachelor's degree on an exception basis)
- 10 years of design, construction, and/or project management experience associated with water systems.
- 7 years of related work experience to include experience in the municipal government sector, with at least 3 years of leadership experience.
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## **Preferred Qualification:**

- Master's degree in Engineering, Business, Management or Public Administration. (Equivalent professional experience may be considered for substitution for the master's degree on an exception basis)
- 10 years of relevant work experience to include experiences in the municipal government sector with at least 5 years of leadership experience

## **Licensures and Certifications**

- Professional Engineer (PE) license in Civil or Environmental Engineering (Required)
- Wastewater Collection Operator License (Required)

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