



**SAN ANTONIO RIVER AUTHORITY
JOB DESCRIPTION**

DIVISION: Operations
DEPARTMENT: Utilities
JOB TITLE: Utilities Systems Department Manager
FLSA STATUS: Exempt

JOB PURPOSE

Provides leadership for the operations, development, maintenance, administration, and customer service of all San Antonio River Authority (SARA) water and wastewater utility systems.

ORGANIZATIONAL REPORTING

Reports to the Director of Operations, proceeding on own initiative in compliance with policies, practices and procedures. Serves as a member of the River Authority's management team.

Directly leads and manages the Maintenance Superintendent, Development Superintendent, Operations Superintendent, and Administrative staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for managing the financial, physical, and human resources within the Utilities Department.

Provides leadership and direction to staff. Assists and guides Utilities team to meet the goals and objectives of SARA and the department.

Selects, supervises, develops, coaches, evaluates and provides motivation to team members.

Trains and supervises personnel in safety procedures and practices.

Serves on the River Authority's management team to provide leadership and analyzes the departments' operations and facilitates a regular strategic planning and action planning process to identify the best opportunities for the organization's success.

Represents or assists in representation of SARA at board meetings, council meetings, public hearings, regulatory agency meetings, and like public forums.

Directs the preparation and manages the budgets for the Utilities Department. Responsible for oversight, review, and approval of departmental budgets and staffing needs and requests.

Oversees the selection and acquisition of all equipment, materials, and supplies, including vehicles, necessary for Department operations.

Develops, evaluates, and implements plans during routine storm events or crisis situations.

Ensures activities are in compliance with and integrate with organizational requirements and state and federal agency permit requirements, rules, and regulations for quality management, health, safety, legal, and environmental policies.

Prepares and monitors a 10-year work and financial plan for permitting, construction, or rehab of SARA utility systems.

Ensures proper planning to meet existing and future water and wastewater utility needs.

Directs the operation, maintenance, repair, modifications, and upkeep of water and wastewater systems and related equipment and facilities, including contract operation and maintenance agreements.

Coordinates with customers, developers, municipalities, and utility contracting partners to ensure water and wastewater systems are being properly maintained and operated.

Oversees the maintenance of databases of current water and wastewater connections in the SARA service areas and current billings.

Provides technical expertise and consults with other departments within SARA and outside entities on matters pertaining to utility operations.

Approves and manages contract scope with consultants or contractors. Administers contract service applications.

Keeps current on developing water and wastewater system requirements by state and federal regulatory agencies.

OTHER DUTIES AND RESPONSIBILITIES

Project management and execution to include establishing goals, objectives, measures of success, developing project plans, determining resource requirements, and tracking all facets of the project.

Contributes to a variety of committees and SARA work groups.

Responds to escalated customer inquiries.

Provides assistance to other entities with water and wastewater service needs.

Performs any other duties as required.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS

Bachelor's degree required in Public Administration, Management, Engineering or related field with eight to ten years of progressively responsible experience as a supervisor or manager in assigning and supervising the work of others with demonstrated direct responsibility for multi-faceted direction and planning. Governmental or public sector experience preferred.

Requires a valid Class "B" License in Wastewater (or ability to obtain within two years of employment) and a valid Class "C" License or higher in Groundwater (or ability to obtain within two years of employment). Class "A" License in Wastewater is preferred.

Must have demonstrated skills in selecting, evaluating, coaching and developing successful teams who produce organizational objectives and desired results.

Must have a minimum five years of experience in the preparation, oversight, and analysis of operational and capital budgets.

Proficient working knowledge of personal computers and word processing, spreadsheets, and presentations. Proficient knowledge of Word, Excel and PowerPoint is preferred.

Ability to manage all aspects of the Utilities department, including but not limited to the operation, maintenance, repair, modifications, and upkeep of water and wastewater systems.

Exhibit professional and personal integrity and character. Hold self and staff accountable for results.

Ability to exercise good judgment.

Apply critical thinking using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, and approaches to problems.

Active listening-giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate

Ability to effectively and timely manage multiple projects simultaneously.

Conduct complex analysis and interpretation of documents.

Must be able to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

Must be able to communicate clearly and concisely, both orally and in writing.

Must be able to establish and maintain cooperative working relationships with the general public, municipalities and fellow employees.

Must have and maintain a valid driver license and maintain an insurable driving record.

WORKING CONDITIONS

Must be able to work non-traditional hours.

Work is performed in an office environment. Must be able to sit at desk for extended periods of time and intermittently walk, stand, climb, balance, bend, crouch, and reach while performing office duties.

Periodically works, sometimes in adverse weather, and is exposed to such typical hazards of outdoor work as poison ivy, wasps, snakes, and other natural and mechanical hazards. Work requires the ability to traverse uneven terrain, and intermittently walk, stand, climb, balance, bend, crouch and reach while performing work duties.

Regularly and safely lifts, carries, and handles supplies and equipment weighing at least 30 pounds. Occasionally lifts and carries up to 50 pounds approximately 15 feet.

Must be able to perform in a small but highly professional team oriented environment.

Must be able to function in a principle based organization that has a culture built on character and SARA Core Values of Stewardship, Integrity, and Excellence. Encourages all employees to develop good character and make decisions based on good character and the SARA Core Values.

APPLICATION PROCESS

Submit a resume -or- fill out an application for this posting at:

San Antonio River Authority
Attention: Director of Human Resources
100 E. Guenther St.
San Antonio, Texas 78204
HR fax (210) 302-3687
email: applications@sara-tx.org

Applications may be completed onsite during the following hours:

Monday - Friday
8:15 a.m. – 11:15 a.m. and 1:15 p.m. – 4:15 p.m.

All current SARA job vacancies are posted at:
http://www.sara-tx.org/public_information/employment.php