

# Drainage Utility Superintendent/ Division Manager



*If you are an experienced professional with a passion for drainage and stormwater work, consider working for the City of Amarillo where you can enjoy a high standard of living in a sizeable community and yet still benefit from a low cost of living at the same time.*



## THE COMMUNITY

With nearly 200,000 residents across 100 square miles, Amarillo is the 14th most populated city in Texas. As an independent and standalone city, the community offers residents all that is needed to enjoy a comfortable life, but other sizeable communities are within a day's drive: Lubbock, Dallas-Fort Worth, Albuquerque, and Oklahoma City.

Amarillo has a diversified economy that includes major industries such as rail, energy, beef processing, agriculture, copper refining, wholesale distribution, fiberglass production, defense contracting, aviation, metal machining and finishing, and oil and gas production. The medical community is also very important to the Amarillo economy with multiple hospitals and professional schools. Residents and businesses enjoy low property taxes and utility rates on statewide and national scales.

The arts are well represented in Amarillo with a symphony, opera, ballet, and theater. Local museums include focuses on art, regional history, horses, and science/space. Outdoor recreation is also abundant with Palo Duro Canyon State Park, the second largest canyon in the country after the Grand Canyon, and scenic mountain ranges in nearby Colorado and New Mexico. A zoo, nature center, botanical gardens, and other venues entertain residents, including sports from indoor football and soccer to hockey.

Among other local school districts, the Amarillo Independent School District (AISD) is recognized at the state and national level for quality programs and an innovative approach. Amarillo also offers a rich environment for higher education with Texas Tech Health Sciences Center, West Texas A&M University, and Amarillo College.

The City has 2,165 full-time employees and 329 part-time employees. The FY 2018-2019 budget was \$380 million including a Capital Improvement Program (CIP) budget of \$87 million.





### ***Department Mission***

*To enhance the quality of life for City of Amarillo residents and visitors and promote economic development by providing and maintaining public infrastructure and municipal services.*

### ***Division Mission***

*To work cooperatively with the community and facilitate a safe and efficient drainage system in a responsive manner.*

## **THE DEPARTMENT AND DIVISION**

The City's Public Works Department consists of four divisions, including the Drainage Utility as well as Solid Waste, Streets, and Traffic with a total annual budget of \$5,441,551 and 33 employees.

The Drainage Utility Division is relatively new having been in operation for about seven years. Primary areas of operations/ construction oversight include repair of all municipal drainage facilities including concrete channels, gutters, outfalls, inlets, culverts, storm pipe, open channels, and storm water pumps at five play lakes. Maintenance oversight includes customer billing, customer relations, street sweeping, inspection, inventory management, cleaning, and rehabilitation of drainage infrastructure. ).

The 2019 Drainage Utility Study was recently completed and identifies capital projects with prioritization of implementation recommendations and a framework for maintenance of storm water data, assessments, and studies. The City maintains an MS4 permit and participates in the National Flood Insurance Program.

## **THE POSITION AND IDEAL CANDIDATE**

The Drainage Utility Superintendent/Division Manager will work under the direction of the Assistant Director of Public Works and provide oversight of the division's operations and programs.

### **Examples of Essential Duties**

- » Develop and administer the division budget and set forth goals, objectives, and priorities
- » Direct the preparation and presentation of complex reports and studies to elected officials and the public
- » Oversee staff which includes hiring, motivation, and discipline
- » Maintain and update infrastructure to be sufficiently compliant and to meet future demand
- » Develop and recommend work plans and construction documents

The ideal candidate is a customer service-focused and collaborative team builder. The individual should possess some technical prowess in utilizing technology to improve operations in areas like customer billing. Past experience implementing master plans with elected officials is desirable.

The successful candidate will be flexible and adaptable, with the ability to remain calm and focused in stressful situations. This position may assist with emergency response and is subject to 24-hour call out.

## MINIMUM QUALIFICATIONS

Candidates should have a **bachelor's degree** in business administration, public administration, civil engineering, or a related field and at least **five years** of responsible supervisory experience in a municipal government or a similar setting with emphasis on drainage facility construction, operations, and maintenance. The city will consider relevant work experience and/or education in determining an applicant's minimum qualifications.

A valid Texas driver's license will be required and a Professional Engineer license is preferred (with registration in Texas obtained within one year).

## COMPENSATION AND BENEFITS

The salary for the Drainage Utility Superintendent/Division Manager will be up to \$95,000 annually. Starting salary will be dependent upon experience. The City offers the following benefits:

- » Participation in the Texas Municipal Retirement System (7% employee contribution rate with a 2:1 employer match)
- » Health Insurance
- » Holidays, Vacation, and Sick Time
- » Other benefits such as access to deferred compensation and supplemental life insurance plans

## APPLICATION AND SELECTION PROCESS

**This position is open until filled.** To be considered, please submit a detailed résumé, cover letter, and a list of six work-related references (who will **not** be contacted until the late stages of the recruitment). Your résumé should indicate the size of staff and budgets you have managed and also reflect both years **and** months of employment dates. Please submit your materials through our website at: <https://executivesearch.cpshr.us/JobDetail?ID=612>



The most competitive candidates will be invited to participate in a telephone interview with the consultant. The City will make the final determination as to which top candidates are invited to an onsite interview process. For additional information about this position please contact Josh Jones at 916.471.3301 or [jjones@cpshr.us](mailto:jjones@cpshr.us).

