



## **PUBLIC UTILITIES DIRECTOR**

**Salary: \$52,000/annual**

*The City of Falfurrias is the County Seat of Brooks County, Texas and is a small-town, rural community. The town is named for founder Edward Cunningham Lasater's ranch, La Mota de Falfurrias. In 1893, the Falfurrias ranch was one of the largest in Texas at some 350,000 acres. The city is centered around the intersection of U.S. Highway 281 and State Highway 285 and is approximately 81 miles southwest of Corpus Christi, 90 miles southeast of Laredo, and 36 miles south of Alice. Population was 6,200 as of 2010. The City of Falfurrias owns its own utility system – water, gas and sewer. This position is for an individual who has a strong work ethic and believes in community and rural development.*

### **Job Summary**

The City of Falfurrias seeks a qualified individual to fill the Public Utilities Director position. The successful candidate will be required to manage, supervise and coordinate the activities of the City's Utilities Board including laboratory analysis, potable water treatment, wastewater treatment, utility maintenance, utility engineering, solid waste collection and disposal; to coordinate Utility Operations activities with other City divisions and departments; and to provide complex staff assistance to the City Administrator.

### **Essential Duties and Responsibilities**

- Plans, directs, and coordinates the activities of the Water, Wastewater, and Gas Utilities and Sanitation services of the city.
- Manage, supervise, and coordinate goals and objectives as well as policies and procedures necessary to provide the services of the Utilities Board and develop new or modified systems, policies and procedures.
- Manage, supervise and participate in the preparation, development and evaluation of highly technical studies, reports and analyses related to the utilities' operations' maintenance construction services and activities; develop and implement technical methods and systems, and analyze and evaluate results.
- Lead and monitor the delivery of any Public Utility Infrastructure.
- Contribute to the development and management, with the City's Budget Officer, the Utility Board's budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.
- Plan, organize and direct, through subordinate personnel, a program of water line maintenance and repair work including such things as relocating lines and replacing water, gas lines.

- Organize and direct, through subordinate personnel, a program of sewer line maintenance and repair work including such things as cave in repair, line cleaning, replacement of sewer lines, and sewage pump station operation and maintenance.
- Plan, organize and direct a program of utility engineering services to include, drafting, plan preparation, inspection, and other related tasks.
- Plan, organize and recommend the improvement of plant facilities through equipment acquisition and new construction; analyze and recommend construction projects; administer construction estimates and engineering invoices.
- Provide technical assistance to, and assist, in coordinating the activities of consulting for the department's facilities including treatment plants, pumping stations, sewer lines, water lines, and landfill construction projects and equipment.
- Make critical decisions to resolve emergency conditions resulting from potable water and wastewater treatment systems' malfunctions, and solid waste collection or disposal interruptions.
- Review plant and laboratory reports and direct system adjustments of processing methods to improve facilities efficiencies.
- Respond to and resolve the most sensitive for information, complaints, and concerns from the Board of Aldermen, the public and regulating agencies.
- Recommend appointment of, train, motivate and evaluate staff, monitor employee performance, prepare and present employee performance reviews, and coordinate or provide staff training.
- Serve as a member of the City's management team; provide information and recommendations regarding operations; assist in decisions related to all facets of municipal government.
- Perform related duties assigned by the City Administrator.
- Coordinate the Utility Board's maintenance activities with other City departments, division, and other non-City agencies. Work closely with the Public Works Department team to ensure coordinator of street repair as a result of water line breaks.
- Approve progress payments to contractors providing services to the City.
- Monitor and supervise the investigation and response to citizen complaints.
- Ensures all regulator reports and deadlines are adhered to and department activities comply with regulating entities' rules and regulations for all departments; immediately notifies the City Manager of any known regulatory violations, inspections, notices, investigations or enforcement activities.

### **Education and/or Experience**

Bachelor's degree from an accredited college or university with major course work in civil engineering, and additional training in public administration and related areas through college courses or continuing educational courses. Extensive utility operations experience may be substituted for degree.

License or Certificate: Possession of, or ability to obtain, an appropriate Texas driver's license; Possession of a Texas Registered Professional Engineer's license, or made reciprocal within 6 months of employment; Possession of, or ability to obtain, a Class A Wastewater Treatment Certificate issued by the State of Texas, a plus; Possession of, or ability to obtain, a Class A Groundwater Treatment Certificate issued by the State of Texas, a plus.

Applications may be picked up at City Hall during regular business hours or call (361) 325-2420 or download at the City Website, [www.ci.falfurrias.tx.us](http://www.ci.falfurrias.tx.us) (Go to Administration link and Human Resources).

Application, resume and cover letter may be mailed to:

-P.O. Drawer E, Falfurrias, Texas 78355; or

-delivered personally to the City Clerk, 625 N. St. Marys St., Falfurrias TX; or

-emailed at [mgarza@ci.falfurrias.tx.us](mailto:mgarza@ci.falfurrias.tx.us) and [mlandin@ci.falfurrias.tx.us](mailto:mlandin@ci.falfurrias.tx.us)

The City of Falfurrias is an equal opportunity employer. We pledge equal access to employment regardless of race, color, religion, gender, age, national origin, or disability.