**CITY OF ATHENS**

**JOB POSTING—INTERNAL/EXTERNAL**

**DEPUTY DIRECTOR**

**UTILITIES—WATER SERVICES**

 **Posting Date:** 1/31/2023 **Closing Date:** 2/28/2023 @ 4:30 PM

 **Classification:** Exempt **Grade:** 24

 **Annual:** $88,442.99--$134,576.47 **Hourly:** $42.52/hr.--$64.70/hr.

**JOB SUMMARY:** This position is the second in charge of water and wastewater utilities for the City of Athens which includes full management authority during the Director’s absences, but is primarily responsible for managing all aspects of capital improvements from developing short and long-term capital improvement plans to performing project management for ongoing capital projects.

**MAJOR DUTIES:** This individual will assist the Director in larger program planning and department oversight with their chief focus to be in charge of capital projects planning, development and execution for water and wastewater utilities. Includes linear asset improvements as well as treatment process improvements. Projects will include regulatory compliance projects, resiliency projects, renewal projects, optimization projects and capacity expansion projects). Oversee consultants, contractors and City direct staff reporting to this position. This individual will need to show a proven record in capital projects management and the ability to track and maintain budgets. This individual will be in charge of procurement for the services of consultants and contractors associated with these projects. Oversee the development of funding plans to facilitate capital projects. Required to research and evaluate project options to achieve organizational needs and goals. Must be a self-starter and will be required to engage operations personnel on asset issues and needs. Required to engage developers and the local economic development officials to insure growth needs are being addressed. Will fulfill the functional day to day duties and operations in any absences of the Director.

**QUALIFICATIONS:**

* 18 year or older. HS Diploma, GED and/or equivalent work experience. Valid AL Driver’s License.
* REQUIRED: BS degree in civil engineering, mechanical engineering, chemical engineering, environmental engineering or other water and wastewater operations or design related fields.
* PREFERRED: A Master of Business Administration degree.
* REQUIRED: Five to ten years of capital project management experience.

**KNOWLEDGE REQUIRED BY THE POSITION:** Knowledge of engineering principles related to the design and maintenance for the flow and conveyance as well as the treatment of water and wastewater. Knowledge of capital funding planning and tracking. Skill in oral and written communication.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT:** The work is typically performed while sitting at a desk or table in an office. The work does require occasional trips into the field to check on project planning details, project progress/issues and execution issues as they arise. Physical strength, ability, and mobility to perform all essential job functions with or without accommodation. Must be willing to work non-standard work hours, holidays, shifts, and weekends as necessary. Must be willing to be on-call.

**City Application Required.** Apply at City of Athens Human Resources, City Hall Municipal Offices, located at 200 W. Hobbs St., Athens. Inquiries: 256-233-8737 or City website [www.athensal.us](http://www.athensal.us). *The City of Athens is an Equal Opportunity Employer and complies with all facets of the Americans with Disabilities Act. All reasonable accommodations will be considered for qualified applicants. The City is a drug-free workplace. Pre-employment drug screen and physical required. The City of Athens does not discriminate on the basis of race, color, sex, national origin, religion, age or disability in employment or the provision of services, programs, or activities.*