

Assistant Director of Public Works - Utilities

City of Sugar Land, Texas





About Sugar Land, TX

EMPLOYEE VALUES

WE ARE:

- B BOLD**
- L LOYAL**
- A ADAPTABLE**
- Z ZEALOUS**
- E EMPOWERED**



WE ARE TRAILBLAZERS! Relentless in Our Pursuit of Good so that Our Employees, Residents, and Businesses can Enjoy a Life Better than They Can Even Imagine.

Sugar Land has always been a trailblazing city - fearlessly forging new paths and surpassing expectations while delivering top-tier services to our residents. According to our last Citizen Satisfaction Survey, 95% of residents love calling Sugar Land home and 10% say that nothing would make their lives better than it already is.

A full-service municipality, Sugar Land provides the highest quality of affordable services to meet the needs of its residents. Master-planned communities and welcoming neighborhoods enhance home values and create a sense of belonging. The community offers outstanding schools, libraries, civic organizations, and other resources that make Sugar Land a great place to work, live, and raise a family. Sugar Land is rich in culture and one of the most diverse cities in the nation.

There's plenty to do in beautiful Sugar Land including a world - class baseball park, several museums, and the Smart Financial Centre at Sugar Land – one of the nation's top ranked entertainment venues. Festivals, outdoor activities, world-class dining, and much more offer something for everyone.



City Government

The City of Sugar Land operates under a visionary council-manager framework, spearheading a revolution in municipal leadership. At the helm of this transformative model is the City Manager, alongside an agile Executive Team, orchestrating the synergy of 917 Full-Time Equivalent (FTE) employees and stewarding a monumental \$353 million fiscal year 2024 budget.

But what truly sets Sugar Land apart is its unwavering commitment to innovation and strategic foresight. The recently adopted budget is not merely a financial document; it is a manifesto of intention, meticulously crafted to harmonize with the city's eight strategic outcomes, as envisioned by the esteemed City Council:

- Finance: strong and viable
- Community: safe and secure
- Economy: thriving and vibrant
- Culture: dynamic and fun
- People: welcoming and engaged
- Infrastructure: strong and resilient
- Transportation: connected and convenient
- Government: respected and influential



Utilities Department

The City of Sugar Land serves about 40,000 accounts representing more than 110,000 people in a 43-square-mile service area. We are committed to meeting the needs of our growing community while providing reliable service to our customers.

The Utilities Department exists to produce and supply safe water for domestic use, uninterrupted wastewater collection/treatment services, solid waste services and stormwater management that satisfies the needs of all residential and commercial customers.

The team of 102 authorized FTEs, working with a budget of just over \$46 million annually, accomplishes these goals through a team divided into eight major divisions:

- **Groundwater Treatment-** treats and supplies safe drinking water to the community by managing 12 groundwater plants and elevated water tanks within 4 public water systems.
- **Surface Water Treatment Plant-** treats and supplies safe drinking water to the community by managing a 11MGD surface water treatment plant.
- **Water Quality-** provides laboratory services in sampling, analyzing, evaluating, reporting and consulting on City water quality and plant operational issues. The division also administers backflow prevention and industrial waste programs.
- **Water Resources Management-** oversees the implementation of the City's the Integrated Water Resources Plan, Groundwater Reduction Plan program, and water conservation program to ensure reliable water supplies for the future and promote efficient use of the community's resources through public education campaigns and rebate programs.
- **Wastewater Facilities-** responsible for operations and maintenance of the City's 130+ lift stations and managing the contracts for operations of the City's 4 wastewater treatment plants.
- **Customer Service/ Water Distribution and Wastewater Collection-** responsible for handling customer requests and complaints and managing connects and disconnects; responsible for maintaining approximately 1,100 miles of water and sewer mains and appurtenances in the city, as well as installing new services.
- **Advanced Metering Infrastructure-** the City is in the final stage of construction of an AMI system to remotely read the 40,000 connections.
- **Solid Waste and Stormwater-** responsible for management of the residential solid waste contract, commercial solid waste license program, and recycling drop-off centers; implementation of the Stormwater Management Plan and education on the stormwater system and regulations, while promoting environmental stewardship.

The Position

Under the direction of the Director of Utilities, the Assistant Director of Utilities plans, directs and reviews the activities and operations of the Water/Wastewater Utilities Division, including long range water and infrastructure planning and CIP development. Key responsibilities include:

- Directing the development of the divisional budget and ensure budget adherence throughout the year.
- Ensuring efficient utilization of division resources to achieve maximum productivity and customer satisfaction.
- Developing, recommending, and administering policies and programs to ensure legal compliance and sound financial practices are achieved.
- Providing City management, City Council and Boards with quality, accurate, and timely information and/or recommendations for action at public meetings.
- Participating in department- and city-wide process improvement and performance management efforts.
- Establishing and maintaining a working environment conducive to positive morale, innovation, quality, creativity, and teamwork. Provide development opportunities, mentoring, and succession planning to attract and retain qualified employees.



Qualifications

The preferred way to obtain the minimum knowledge, skills, and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions if a candidate exceeds requirements in one area but may be deficient in another.

Education: Bachelor's Degree from an accredited four-year college or university, with major course work in Civil or Environmental Engineering, Water Resource Planning, Business Administration, Public Administration, or a related field. A Master's degree is preferred.

Experience: Five years of progressively responsible experience in the administration and planning of water utility operations, wastewater collection/treatment services, groundwater, surface water, and infrastructure management, which includes at least three years of significant supervisory or management experience.

Licenses: Professional Engineer (PE), and TCEQ Water and Wastewater Licensure are preferred. Must have a valid Texas Driver's License or obtain one within three months of hire.

Ideal Candidate

The ideal candidate should be an innovative, adaptable, and visionary leader with experience in building and maintaining relationships with City management, City Council and Boards, and the community. They must be committed to excellence and have a high standard of customer service, professionalism, and accountability, and have a track record of conveying organizational vision and delivering quality results.

The ideal candidate will have excellent communication and negotiation skills in situations that require considerable tact and judgment in response to customers, general public and contractors. They will have experience in strategic planning, capital improvement projects, and should possess financial knowledge to include fiscal planning, and budget management.



Compensation

The successful candidate will receive a highly competitive salary with an excellent benefits package that considers the candidate's qualifications and track record of career success.

Sugar Land's benefits and perks are available on your first day of employment, including: City-subsidized health benefits; life and disability insurance; 9 fixed holidays and up to 3 floating holidays each year; paid sick and vacation; 6 weeks of paid parental leave for new/growing families; a robust pension plan with TMRS, including the City's 2:1 match of your 7% contribution; flexible schedules and work from home opportunities; a down-to-earth casual environment and dress code; and a positive team-oriented culture stemming from a long-term commitment to innovation and inclusion. You can even bring your dog and/or cat to work if they have a solid understanding of office decorum.

How To Apply

Applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: COSADPWU

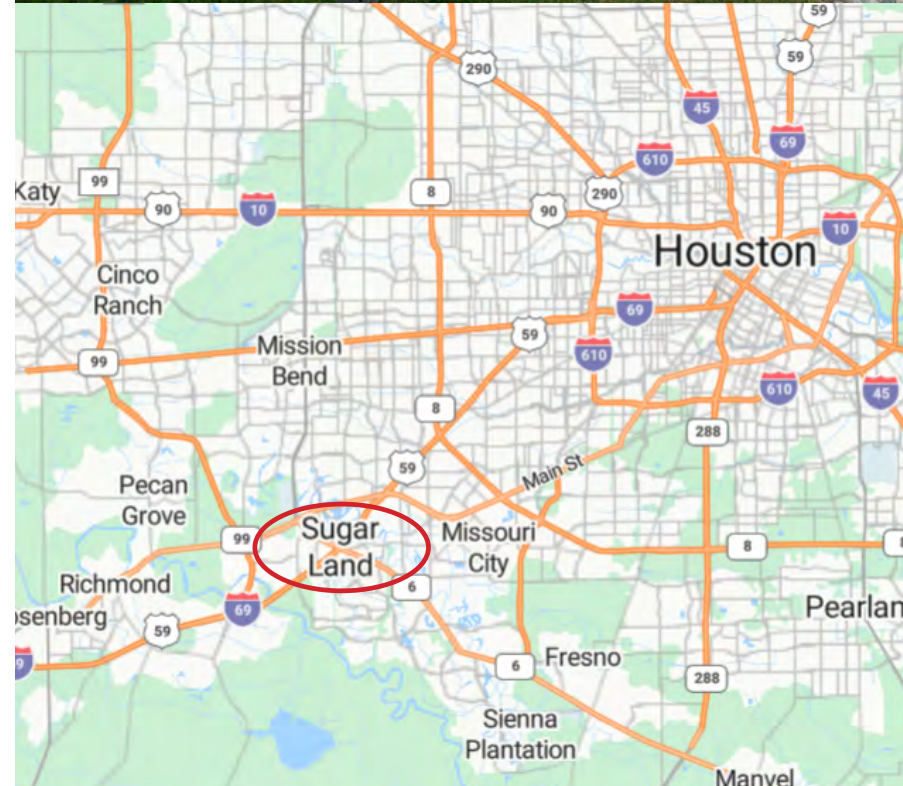
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