



## Position Announcement Assistant General Manager

*Canyon Regional Water Authority (CRWA) is a subdivision of the State of Texas created by the Texas Legislature in 1989. It is a partnership of water-supply corporations, cities, and districts responsible for acquiring, treating, and transporting potable water to communities from San Antonio to San Marcos in south-central Texas. CRWA is mandated with the duty to develop, treat, and deliver potable water to its member entities in accordance with the Safe Drinking Water Act and State of Texas requirements, while encouraging water conservation. CRWA's operations include surface-water diversions, groundwater pumping from aquifers, surface water and groundwater treatment, treated water storage, and treated water transmission to its member entities. CRWA has substantial surface water and groundwater resources and is also a member of the Texas Rural Water Association and American Water Works Association.*

### **Primary Responsibilities**

- Plans, organizes, and directs the activities and operation of the water treatment and transmission systems.
- Act as the General Manager in the absence of or on behalf of the General Manager as designated by the General Manager.
- Performs supervisory duties over Operations personnel, including but not limited to employee recruitment, selection, training, scheduling, timecard and leave approvals, counseling, evaluating, discipline, and termination as approved by the General Manager.
- Develops standards for performance for Operations personnel to improve overall effectiveness and efficiency.
- Conducts feasibility studies, prepares special reports and/or cost-benefit studies with a special emphasis toward innovative techniques and methods.
- Maintains regular and punctual on-site attendance.
- Performs other relevant duties as assigned.
- Administers and monitors Operations annual budget for assurance that proper purchasing procedures are followed.
- Reviews, analyzes, and evaluates Operations procedures and makes recommendations for improvement and refines or expands operations to meet current and long-range needs.

### **Minimum Qualifications and Requirements**

- **Education and Relevant Experience:**
  - MS Degree in Civil Engineering, Environmental Engineering, Water Resources Engineering, or related field from an accredited college of university.
  - Five (5) years of progressive management-level experience, that includes water resources, water quality, water treatment, water transmission, water engineering, strategic planning, capital project planning and implementation, and/or water field operations, including four years of administrative and supervisory responsibility.
- **Professional Licensure:**
  - Professional Engineer licensed in Texas or ability to obtain such license within four (4) years.
  - Substantial relevant experience may be substituted for professional licensure.
- **Knowledge, Skills, and Abilities:**
  - Strong working knowledge of AWWA standards and TCEQ requirements for public water supply.
  - Strong working knowledge of:
    - ♦ CRWA regional water operational services, and activities of a public water utility in Texas; and standard practices of water resources quality engineering and operations.
    - ♦ Principles and practices of program development and administration; methods and techniques of water system maintenance and repair.
    - ♦ Water engineering program development and administration; water resources issues and their impact on CRWA's water supply.
    - ♦ Engineering economics, including cost/benefit analysis.
    - ♦ Engineering and capital project management methods and techniques.
    - ♦ Water utility operations and water treatment technology.
    - ♦ Principles of supervision, training, and performance evaluation; pertinent federal, Texas, and local laws codes and regulations, including those related to environmental compliance.
    - ♦ Strong working knowledge of Microsoft Word, Excel, PowerPoint, Publisher, SharePoint, OneNote, Office 365, Outlook, and Adobe Pro.
  - Possess and utilize engineering and accounting math skills as needed for optimum system performance and report generation.

### **Physical Demands and Working Conditions**

- Must be able to hear and speak clearly through communications equipment.

### **How to Apply**

Submit a resume and completed online ([www.crwa.com](http://www.crwa.com)) employment application to CRWA at 850 Lakeside Pass, New Braunfels, Texas 78130, or to [hdiaz@CRWA.com](mailto:hdiaz@CRWA.com).