



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102 Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: call 7-1-1 or 800-253-0191

## ASSISTANT DIRECTOR DPW – WATER RESOURCES PUBLIC WORKS DEPARTMENT

**POSTING DATE:** February 19, 2016  
**RATE OF PAY:** \$67,592 to \$75,465  
**DOE EXEMPT/NON-EXEMPT:** Exempt

**DEADLINE TO APPLY:** March 18, 2016  
**POSITION STATUS:** Regular Full Time  
**CLASSIFICATION GRADE:** 23  
**UNION:** Non-Union

### APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for the management, oversight, and general leadership of the Water Resources Division. In addition, this position will offer guidance, direction and opportunities for staff development, empowerment and open communication among team members.

#### **ESSENTIAL JOB FUNCTIONS:**

- Manage and oversee the Water Resources Division, including but not limited to Water, Wastewater, Stormwater, billing functions and customer service.
- Advance the goals of the City's Master Plan and other relevant municipal, regional and statewide plans.
- Prepare, present and manage the division's operating and capital budgets.
- Produce reports and track use for all operating and capital budget expenses. Periodically update Director, staff, etc. on budget shortfalls, transfers, etc.
- Manage finances, revenue handling and control, adherence to policies and procedures, and metrics to provide reasonable assurance that division operations are effective, efficient and equitable and in accordance with local, state, federal laws.
- Coordinate development and maintenance of the subterranean utilities with the street capital program and other city capital projects.
- Manage planning and engineering activities and staff within the Water Resources division to accomplish capital planning and investment goals.
- Analyze data, research and review emerging and existing technologies, and prepare reports to City policy makers and other stakeholders.
- Lead asset management planning and execution within division through development of systems, implementation of technology, and employee empowerment.
- Ensure division activities, proposed changes, and other timely items are effectively communicated to the general public and stakeholders through multiple channels.
- Act as department liaison with local, state officials to secure funding for Water, Wastewater and Stormwater projects.
- Execute leadership and supervision responsibilities through sound judgment, focusing on quality improvement, managing and resolving conflict, fostering a culture of accountability, clearly defining responsibilities and expectations, setting goals, providing motivation and performance reviews, recognizing contributions and encouraging training and development.
- Offer guidance and "coaching" to Chief Operators, Managers and other supervisors to promote team philosophy and principles.
- Promote and encourage safe work practices in accordance with Federal, State, and Local regulations.
- Provide mission and vision leadership for Water Resources Division.
- Develop and maintain managerial performance reporting systems that assist in benchmarking workgroup function and performance.
- Deliver high quality customer service through all division activities and ensure that questions and concerns are addressed in a timely and professional manner.

#### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- Bachelor's Degree in Engineering, Chemistry, Environmental Science or related field and four years of experience in Water, Wastewater, or Stormwater environment with a minimum three years in a management position and a proven record of financial management required; or a Bachelor's degree in Financial Management, Public Administration or related field and four years of experience in Water/Wastewater/Stormwater environment with a minimum three years in a management position required. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Knowledge of accounting principles and practices, the analysis and reporting of financial data, and the ability to accurately forecast and represent various financial scenarios required.
- Knowledge of business and management principles involved in leadership, human resources, customer service, resource allocation and performance evaluation required.
- Experience drafting bid documents and/or managing contracts required.
- Ability to understand the dynamics of Water, Wastewater and Stormwater treatment.
- Ability to keep up-to-date on all water, wastewater and stormwater regulations and emerging science and technological innovations.
- Ability to understand the water, wastewater and stormwater distribution/collection systems.
- Ability to oversee and implement an asset management plan required.
- Ability to create and maintain an environment that embraces the 6 operating principles of the Burlington Department of Public Works: Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment,

Cooperation and Constant Improvement.

- Must be proficient in various computer programs including spreadsheet, database, office productivity and word processing applications in a Windows operating system.
- Ability to communicate clearly both orally and in writing.
- Ability to represent the Department professionally in meetings with a variety of public and elected officials, media personnel, members of the general public, etc.
- Ability to prioritize workflow, meet established deadlines and work under pressure.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

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**To Apply: Submit a cover letter, resume and City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: <https://www.burlingtonvt.gov/hr/jobs>

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.