



# DIVISION MANAGER FOR OPERATIONS

## Brownsville Public Utilities Board



# Brownsville Public Utility Board

The Brownsville Public Utilities Board (BPUB) was formally chartered by the City of Brownsville in 1960 to provide electrical, water and wastewater services to its customers in the southernmost part of Texas.

Under the charter, management, operation and control of the city's combined water, wastewater and electric utility systems were delegated to the BPUB Board of Directors. The Board is composed of seven members: six appointed by the City Commission to four-year terms and the city's mayor serving as the seventh member (ex-officio).

BPUB values flexible, proactive customer service catered to best suit the delivery of the finest services possible. BPUB's mission is to create value for customers and the community as the provider of choice for utility services.

By delivering exceptional electric, water and wastewater services to the Brownsville area, BPUB has set the standard as a customer-focused, municipally owned utility (MOU) offering reliable services the community can depend on. Today, BPUB is ranked as one of the largest MOUs in the state and country.

## Water/Wastewater Treatment

Residents of Brownsville and the surrounding communities can trust BPUB's three water treatment facilities and two wastewater treatment plants to provide them with safe drinking water. Our commitment is to offer reliable and quality water services while responsibly managing the water resources of Brownsville.





## The Position

The Division Manager for Operations is a senior management position that directs the activities within the operations functional area of the utility and defines, develops, implements, manages, and communicates the effective execution of strategies, processes, and programs for the assigned departments. The Division Manager for Operations reports to the Director of Water/Wastewater Engineering and Capital Planning, and supervises the Water/Wastewater Project Development Manager and the Water/Wastewater Engineering Department.

## Education and Experience

Qualified applicants will have a Bachelor's Degree from an accredited university in science, engineering, or a field related, plus eight (8) years of progressively responsible experience, including at least four (4) years in a management capacity. A Master's degree or a Professional Certification/License in a field related to the job may substitute for two (2) years of the required, non-managerial experience.

## Required License/Certification

A Professional Engineering (PE) license in the State of Texas is required.



# Responsibilities and Duties

- Plans, organizes, directs, and guides the execution of strategies, processes, programs, budgets, and business operations within the assigned operations area functions and departments.
- Plans, directs, and evaluates the work of assigned department heads.
- Maintains current knowledge of organizational and departmental policies and procedures, as well as legal requirements related to assigned departments; makes recommendations to division director of changes in policies, organization programs, methods, and procedures, and communicates changes.
- Assists in reviewing and evaluating results of program impact; provides summary findings to senior management and recommends options to optimize programs and processes.
- Assumes project management responsibility for projects within areas of responsibilities and within the assigned division.
- Leads teams focused on process improvements, system enhancements, industry benchmarking, and organizational learning to drive continuous improvement.
- Prepares and reviews reports as part of the process of monitoring and communicating performance result; ensures timely preparation of appropriate regulatory reports or other documents.
- Assists in upgrading supporting infrastructure, resources, and tools to maximize process efficiencies.
- Takes direction from and provides strategic and administrative support to the assigned director in the areas of planning, research, communications, project management, and problem solving.
- Monitors and identifies legal requirements, government reporting regulations, and legislative issues and priorities affecting assigned functional areas and determines their respective impacts on current and future operations. Assures policies, procedures, and reporting are in compliance.
- May serve as utility representative with local, State, Federal and International agencies concerning utility regulations, grants, operational functions, and procedures.
- Responsible for the full range of supervisory activities, including selection, training, evaluation, counseling, and recommendation for dismissal of all assigned employees. May assume the responsibilities in the absence of the assigned director.



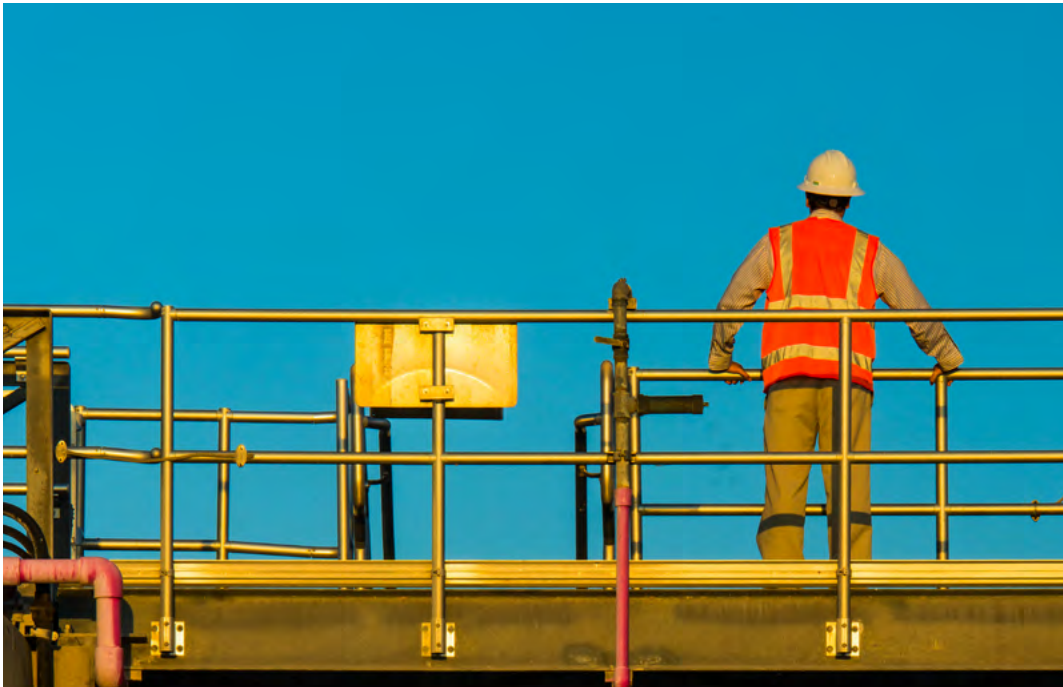
# Knowledge and Abilities

## *Knowledge:*

- Thorough knowledge of the principles and practices of public utility administration and its specific application to the administration of assigned areas of responsibility.
- Thorough understanding of the business dynamics, regulatory issues, competitive issues, and general operating environment surrounding the utility industry.
- Thorough knowledge of the local, state, and federal laws and regulations relating to the assigned areas of responsibility.
- Knowledge of planning practices and principles.
- Knowledge and experience in strategic planning and execution.
- Knowledge of public relations principles and practices.
- Knowledge of budgeting methods and systems.
- Knowledge of project management practices and principles.

## *Abilities:*

- Ability to deliver public presentations.
- Ability to work a flexible schedule and to travel.
- Ability to set strategy, provide direction, and create plans to meet both functional and departmental goals.
- Ability to manage multiple strategic and tactical projects.





## The Ideal Candidate

The ideal candidate should have significant leadership experience in water and wastewater that includes civil engineering, project management, and capital improvement projects. The ideal candidate will have experience in strategic planning, procurement, fiscal planning, and budget management. Experience working with TCEQ guidelines will be necessary to be successful in this role.

The ideal candidate must possess excellent customer service skills and a strong ability to establish and maintain effective working relationships with internal and external customers.

The ideal candidate should be detail oriented and demonstrate the capacity and interest to be an effective mentor and leader for staff. This individual should inspire staff to achieve excellence and encourage professional development. Advanced presentation skills, and written and oral communication skills are imperative. Skills in analyzing complex data from various sources, synthesizing collected information, and developing sound decisions/recommendations.

# Salary

The Brownsville Public Utilities Board is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

## How to Apply

Interested applicants should forward a cover letter and resume to:

[resumes@affionpublic.com](mailto:resumes@affionpublic.com)

Reference: PUBDMO

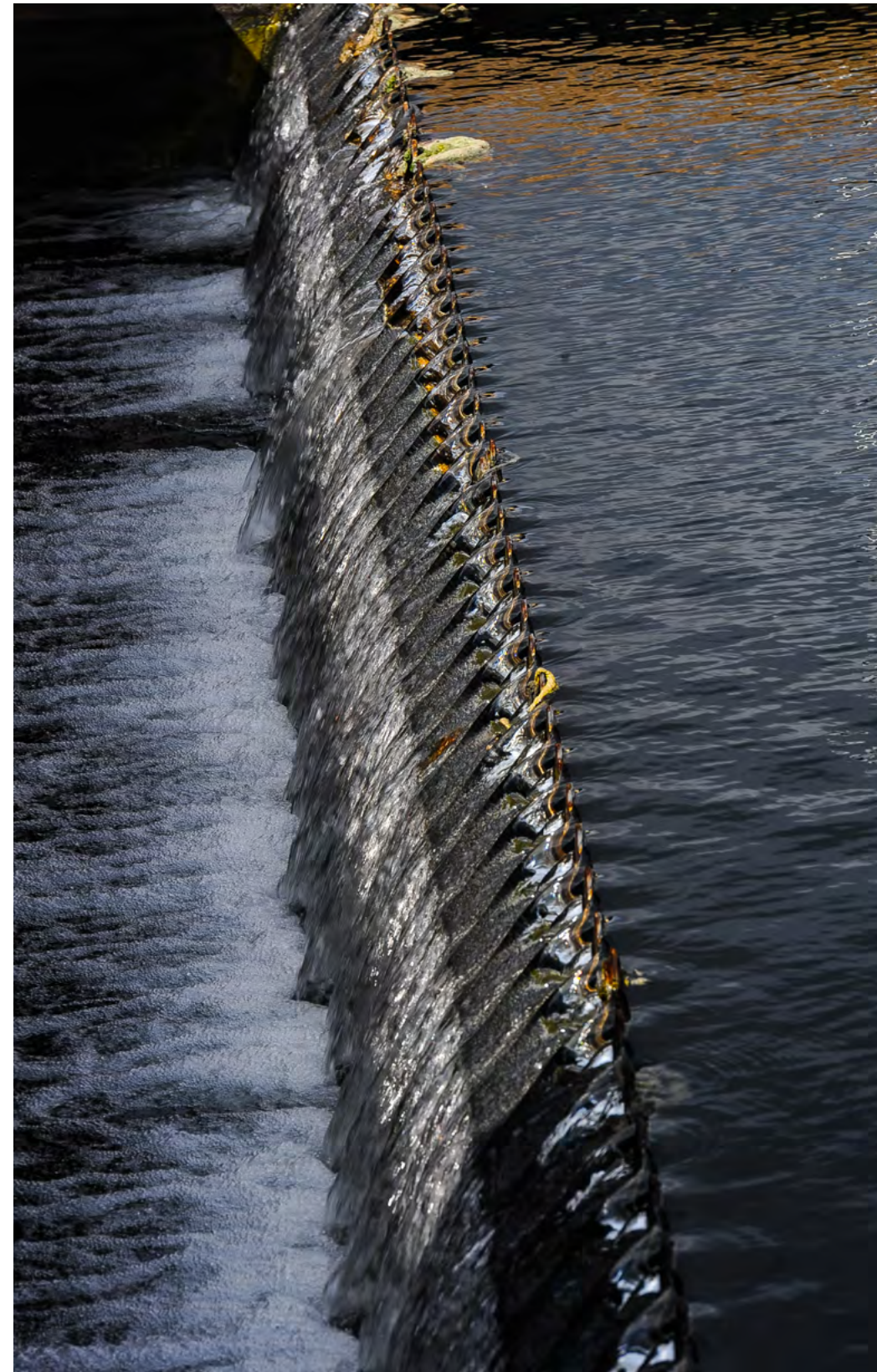
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*The Brownsville Public Utilities Board is an Equal Employment Opportunity Employer.*