



City of Las Cruces
Deputy Director - Waste Water

CITY OF LAS CRUCES

SALARY	\$85,975.97 - \$124,803.95 Annually	LOCATION	Las Cruces, NM
JOB TYPE	Full-time Regular	JOB NUMBER	C038 10-24 LD
DEPARTMENT	Utilities	OPENING DATE	10/30/2024
CLOSING DATE	12/2/2024 11:59 PM Mountain		

Nature of Work

Plans, directs, manages and facilitates wastewater and water reclamation treatment facilities, operations and staff in order to meet established goals, and ensure activities are in compliance with applicable laws, policies, rules, and regulations.

Environmental Factors

Position works largely in an office setting with no notable environmental factors; outside work conducting field inspections involves exposure to all weather and traffic conditions, dust, debris, gases, chemicals, infectious diseases, moving construction equipment, and machines with moving parts; exposure to electrical hazards.

Physical Factors

Light physical work requiring the ability to lift items weighing up to fifteen (15) pounds; frequent use of a personal computer and telephone; considerable flexibility to structure daily activities between sitting, standing, and walking. Ability to respond to emergency developments related to field operations. Sufficient clarity of speech, hearing, or other communication capabilities, vision or other powers of observation, and personal mobility and physical reflexes sufficient to effectively and efficiently perform essential job functions.

Work Situation Factors

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues. Regular attendance is an essential function of this job to ensure continuity of services. Position is subject to drug testing in accordance with applicable State and Federal regulations and City of Las Cruces policies.

Meeting or exceeding the minimum qualifications does not guarantee an invitation to participate in the process.

FIRST CONSIDERATION MAY BE GIVEN TO CURRENT CITY OF LAS CRUCES EMPLOYEES WHO MEET ALL MINIMUM QUALIFICATIONS

Full-time, regular, exempt position

This position is a grade AD28.

Duties and Responsibilities

- Conducts site visits and reviews and evaluates conditions, processes, and lab results to assure operations, systems, stations, and facilities are operational, meet or exceed all applicable regulatory requirements and standards, and comply with respective permits.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to meet strategic goals and provide quality seamless customer service.
- Meets regularly with staff to review work in progress, discuss and resolve administrative, workload and technical issues, and to prioritize and assign tasks and projects; evaluates and analyzes functions, resources, processes and procedures to identify issues and recommend changes for improvement; interprets applicable rules and regulations to provide guidance in developing, implementing, and administering policies and procedures.
- Manages staff through proper delegation and work supervision to provide appropriate levels of service and resources; coordinates and manages various special and recurring projects, monitors work, evaluates performance, trains, counsels, coaches, and instructs employees in order to meet established goals and objectives; ensures adherence to established policies and procedures to remain in compliance with local, state and federal regulations.
- Provides leadership, direction, and coaching to employees to make assistance and training available for technical issues, techniques, processes, procedures, requirements and other duties and responsibilities.
- Conducts research, collects and analyzes data to prepare and present various special and recurring reports, forms, and documents to provide accurate and timely information; develops and presents information in clear, concise, and easily used formats; maintains regulatory compliance and keeps current on industry trends, regulations, and issues to identify areas of concern for management review and potential action.
- Manages and monitors financial activities of assigned budgets to ensure compliance and meet performance targets; proposes and recommends budget revisions for project and resource needs; oversees procurement of supplies, services, equipment, and other items to assure activities comply with established policies and processes.
- Ensures compliance and timely renewal of various permits to include the federal NPDES permits for facilities that discharge to waters of the US and NMED Ground Water Permits for the facilities that have surface discharges.
- Responsible for industry benchmarking of the Wastewater Utility.
- Exercises independent judgment within policy guidelines to meet established goals, objectives and directives; provides project coordination, reviews and recommends project plans, reports, and procedures; sets priorities and assures deadlines and performance standards are met.
- Reviews, maintains, and updates records in various formats, mediums, and automated systems to ensure data integrity and adherence to internal controls, practices, and policies; evaluates programs, services, and activities to ensure customer and staff needs are met; demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless services.
- Responds to and resolves various complaints, issues, inquiries, and problems as authorized and in accordance with established policies and procedures.

Minimum Qualifications

Bachelor's Degree in Engineering, Environmental Sciences, or related field AND five (5) years of experience in wastewater treatment plant management, design, and/or operations in an activated sludge treatment plant treating at least five (5) million gallons a day. Two (2) years of supervisory experience required. A combination of education, experience, and training may be applied in accordance with City of Las Cruces policy.

Licenses/Certification(s)

Valid driver's license required. Position requires an acceptable driving record in accordance with City of Las Cruces policy. Current industry related certifications or licensures may be preferred.

Knowledge, Skills, and Abilities

Knowledge of: principles, practices, techniques, activities, rules, and regulations related to the operations and functions of the position and services provided; all phases of wastewater utility operations, regulations, and the preparation of relevant regulatory reporting documents; current principles of record keeping and records management; principles and practices of effective research methods and data analysis, customer service, and problem resolution techniques; occupational and environmental safety and health hazards, and safety practices; safe and effective use and maintenance of related tools,

materials, and equipment; current methods and standards for preparing effective business correspondence; correct English usage, grammar, composition, spelling, punctuation and vocabulary; business and personal computers and related software applications; City organization, operations, policies, and procedures to effectively perform the required functions and duties of the position.

Ability to: perform a variety of duties and responsibilities and assess and prioritize multiple tasks, projects, and demands to meet deadlines; ensure appropriate levels of customer service to achieve expectations and meet objectives; read, understand, and assure compliance with a variety of policies, procedures, rules, standards, and regulations governing related activities and functions; collect applicable information and maintain accurate and timely records; maintain confidentiality of information and data; communicate effectively orally and in writing and use interpersonal skills to sufficiently exchange or convey information and receive work direction; prepare and present accurate and reliable information and reports; firmly and impartially supervise, coach, counsel, mentor, lead and direct the activities of staff; establish and maintain effective and appropriate working relationships with employees, other agencies, and the public; safely and effectively operate relevant tools, equipment, and motorized vehicles; navigate across even and uneven surfaces; operate a two-way communication device; use sound judgment in decision-making with routine operations and during malfunctions or other emergencies; respond timely and effectively to emergency situations; timely and accurately enter data and update records using various mediums and formats; take initiative and exercise sound independent judgment within established procedural guidelines and carry out primary responsibilities in accordance with all governing regulations, statutes, and procedures to ensure achievement of goals and objectives.

Skills in: reading, understanding, and applying relevant rules, ordinances, codes, regulations, policies, and procedures; effectively managing assignments; responding to inquiries timely and within the scope of delegated authority; responding appropriately, maintaining objectivity and freedom from prejudice, and exercising sound judgment and understanding in all interactions; effectively working independently, or as a team member, in various environments with changing priorities; preparing and presenting various reports, documents, forms, and correspondence; researching information, analyzing data, maintaining accurate records, and updating information in various mediums and formats; operating a personal computer with installed generic and specialized software; preparing and presenting information in a clear and concise manner; demonstrating appropriate and effective interpersonal communication and conflict resolution skills; performing highly effective support in assigned areas.

Agency

City of Las Cruces

Address

P.O. Box 20000

Las Cruces, New Mexico, 88004

Phone

575-528-3100

575-528-3100

Website

<http://www.lascruces.gov>

Deputy Director - Waste Water Supplemental Questionnaire

*QUESTION 1

Are you a current City of Las Cruces employee? (If you fail to include this information under the work experience section of the application, you may be disqualified from the selection process.)

Yes

No

***QUESTION 2**

Position requires at least a Bachelor's Degree in Engineering, Environmental Sciences, or related field. Do you meet this minimum requirement? (If you fail to include this information under the education section of the application, you may be disqualified from the selection process.)

- Yes
 No

***QUESTION 3**

I understand and accept that if my response is "YES" to the question above, I agree to provide proof of the required degree and/or transcript (official or unofficial) if recommended for the position.

- Yes
 No

***QUESTION 4**

Position requires at least five years of relevant experience related to wastewater treatment plant management, design, and/or operations in an activated sludge treatment plant treating at least five (5) million gallons a day. Do you meet this minimum requirement? (If you fail to include this information under the work experience section of the application, you may be disqualified from the selection process.)

- Yes
 No

***QUESTION 5**

If you answered "YES" to Question #4 above, did that experience include at least two years supervising staff? (If you fail to include this information under the work experience section of the application, you may be disqualified from the selection process.)

- Yes
 No

***QUESTION 6**

Position requires a valid driver's license. Do you meet this minimum requirement?

- Yes
 No

***QUESTION 7**

If you answered "YES" to Question #6 above, please indicate the type of license, license number, expiration date, any restrictions and endorsements, and the state that issued the license.

***QUESTION 8**

PREFERENCE: This position has a preference for a Professional Engineer license and/or Wastewater Level 4 certification. From the choices below, please mark the one that pertains to you. (If you indicate that you currently hold one of these certifications you will be asked to provide a copy, should you be selected for the position.)

- Professional Engineer license
 Wastewater Level 4 certification
 Both
 None

* Required Question