

# JOB POSTING

## Utilities Department Director

### Position Overview:

Cranberry Township, Butler County, is seeking applicants for a full-time Director for the Utilities Department. Cranberry Township is a growing residential and business community and as the Director of Utilities, the incumbent for this position will play an integral role in guaranteeing various utility services are provided to Township residents and businesses in a manner that supports and promotes public health and public safety.

The Utilities Director is primarily focused on the strategic and long-term planning for the Township's public utilities operations and services and overseeing and developing department employees. The position requires extensive expertise and knowledge of water treatment and distribution; wastewater treatment and collection and residential and commercial waste removal services.

This position is responsible for leading a team of both bargaining unit and non-bargaining unit employees and requires an individual who will support and motivate staff and promote the development and growth of others. The successful candidate for this position must have expertise and knowledge in utility management that can be used to develop policies and procedures and determine and implement efficient and innovative ways to accomplish the organization's strategies. The ability to support and motivate others is a critical key to success.

Necessary knowledge, skills and abilities for this position include, but are not limited to:

- Advanced knowledge of
  - Water treatment and distributions and wastewater treatment and collections technology, operations, and facilities/maintenance
  - State and federal environmental regulations related to water quality and wastewater treatment
  - Residential and commercial waste removal services, fees, and contracts
  - Overseeing and managing bargaining unit employees
  - Interpreting, and negotiating bargaining unit contracts
- Skills
  - Strong strategic planning and project management skills
  - Growth mindset skills
  - Critical thinking for issues resolution and process improvement recommendations

## External Posting Date: Open Until Filled

- Demonstrated ability to
  - Meet aggressive deadlines for multiple projects in a fast-paced environment
  - Effectively present information and technical advice to top management and/or all relevant constituents/parties/individuals
  - Manage multiple priorities to ensure that deadlines are met and to set priorities that efficiently move projects along to achieve customer and quality objectives
  - Lead and motivate others to achieve goals

### **Position Requirements:**

#### Required Qualifications

Bachelor's degree in civil or environmental engineering, public administration, or related field; supplemented by ten (10) years of experience in water and wastewater operations, including three (3) years of leadership experience; or an equivalent combination of education, certification, training, and/or experience.

The successful candidate must have a valid, insurable driver's license.

#### Preferred Qualifications

Master's degree in public administration, or related field and Professional Engineer (PE) license; supplemented by at least two (2) years of experience related to leading and managing an entire division or department, including strategic planning and employee development experience and five (5) years of experience of utility leadership and management in a union setting

#### Wage and Benefits

Approximate annual salary of \$105,000-\$115,000, but will be determined based on successful candidate's qualifications, plus our fringe benefits package. Fringe benefits include, among other things, health, dental and vision benefits and a generous deferred compensation plan. Specific questions regarding benefits can be sent to [Human\\_Resources@cranberrytownship.org](mailto:Human_Resources@cranberrytownship.org)

### **Position Contact Information:**

Individuals interested in learning more about the Township, its amenities, the Utilities Department and this position should review a position brochure and submit an application at <http://www.cranberrytownship.org/employment>. This position is open until filled with a first review of applications occurring the week of July 15, 2024.

EOE/M/F/D/V