

**POSITION DESCRIPTION**  
**DEPUTY DIRECTOR**  
**Compensation Classification: Exempt**

**GENERAL DESCRIPTION**

Under very limited supervision, the Deputy Director may carry out all responsibilities of the Executive Director in his or her absence. Working directly under the Executive Director, is responsible for staff management and development at Anderson Regional Joint Water System. This is a highly professional, administrative, and managerial position in the executive leadership focused on staff development including those in junior management positions, oversight of the multi-year Capital Improvement Program as well as the annual maintenance and operation budget for all water resource elements of the Anderson Regional Joint Water System. This position serves as System Engineer. This position oversees and is responsible for planning, engineering, construction, operations, maintenance, asset management, safety program and source water protection. The position works closely with the Accounting Manager to ensure budgets for all assigned activities are planned and executed efficiently. Assignments are general, broad-based and of a continuing nature, requiring the application of extensive program management knowhow and the exercise of autonomous judgment and initiative in the planning and execution of the company's strategic goals. The Deputy Director should possess experience recruiting, evaluating, mentoring, motivating and developing a high performing staff in several areas of expertise. Should possess political acumen, skill in communication with staff, the public, governing boards and a variety of other professional contacts. Must possess the ability to spearhead implementation and communication of the strategic plan to the staff, as well as board members.

**REPORTS**

- This position reports to the Executive Director.
- This position supervises the Operations Manager, Accounting Manager, Maintenance Supervisor, Asset Management Specialist, and external consulting and construction project staff.

**ESSENTIAL TASKS**

- Serves as the CIP program manager for all assigned projects; within the framework of System policies and guidance, provides programmatic leadership to project management staff, initiates proactive management practices to maintain program schedules and budgets, and exercises prudent management controls of the CIP program. Provides managerial guidance in the planning design, preparation and construction of major capital projects utilizing in-house staff, consulting engineering firms, construction contractors and equipment vendors; reviews cost estimates; reviews drawings and specifications for compliance with System standards; interprets specifications and System policies and initiates or reviews change orders.
- Represents the System with consultants and contractors; responsible for any right of way acquisition; prepares correspondence on highly technical issues; coordinates utility engineering and planning activities with other departments, member agencies and other entities; directs and reviews revisions to design and construction standards to improve methods, procedures and practices; makes

authoritative interpretations of applicable laws, regulations, policies and design standards; revises and approves construction documents.

- Ensures that project schedules are updated monthly; ensures the appropriate management and control of project contractors and consultants; validates the completion of CIP projects and ensures that actions have been completed to close out the project; develops and implements of engineering standards and priorities.
- Develops and implements engineering and industry standards and priorities; screens new projects for inclusion in the CIP; develops new projects based upon technical study with the assistance on consultants, reviews and recommends approval of project scope, schedule, and budget to the Executive Director.
- Maintains constructive working relationship with all regulatory and permitting agencies; prepares all permit applications and ensures compliance with regulatory standards.
- Establish policies that promote an energetic, positive, can-do working culture and vision among the staff, Board and our customers (direct and indirect in nature).
- Provide day-to-day leadership and management of staff to ensure a high-performance work environment and healthy work environment which supports achieving the System's strategic mission, vision and objectives.
- Develops and maintains a performance driven evaluation system for all staff upon being hired. Ensures evaluation process demands at least three annual one-on-one meetings with supervisors and their staff to outline personal work expectations for each fiscal year with follow-ups to determine progress. Ensures all staff receives appropriate continuing education and safety training and budgets accordingly.
- Directs the Maintenance Supervisor that is responsible for ongoing maintenance of the water treatment facility, water transmission system, pump stations, surface water intakes and all other System facilities.
- Directs the Operations Manager that oversees the continuous operation of a 48 MGD drinking water facility, a regional transmission network, regulatory compliance and associated water quality laboratory.
- Directs Asset Management Specialist that is responsible for guiding development, integration, and coordination of System's Asset Management Program and Strategic Asset Management planning efforts. Develops life-cycle costing, condition assessment criteria and long-term asset management plans for utility assets.
- Directs Source Water Management Program including collaboration of all interested parties, obtaining funding for protection purposes, public relations and education activities, coordination of environmental protectors, social media campaigns, and measurement of criteria to determine effectiveness of campaigns.
- Recommends short and long-term goals to for funding, mission and vision purposes. Establishes standards and objectives in areas of responsibility to meet goals. Oversees preparation and expenditure of annual budgets for the Departments and program areas. Ensures work is performed within budgetary limitation while providing high quality drinking water.
- Communicates and maintains a positive relationship with state and federal regulatory agencies, customers, vendors, and special interest groups. Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.

- Analyzes and responds to requests for information from member agencies, other public entities and the public; represents System at meetings and public hearings.
- Meets with Board and associated committees.
- Attends training, conferences, seminars, meetings, etc., to maintain awareness of technology related to program planning and implementation.
- Performs related duties as required.

### **DESIRED MINIMUM QUALIFICATIONS**

- Knowledge of theories, principles and practices of management, administration, leadership, project and program management; civil and hydraulic engineering as applied to water conveyance facility engineering; modern methods and techniques used in the design and construction of a wide variety of waterworks capital projects; modern developments, current literature and sources of information regarding water delivery facilities engineering; applicable laws and regulatory codes related to development and construction of water conveyance infrastructure; practices and techniques of construction contract administration for large projects.
- Keen understanding of business functions such as Human Resources and Finance.
- Demonstrable competency in strategic planning.
- Working knowledge of data analysis and performance/operation metrics.
- Outstanding organizational and leadership abilities.
- Excellent interpersonal and public speaking skills.
- Aptitude in decision-making and problem-solving.

### **SPECIAL CERTIFICATIONS AND LICENSES**

- Requires a bachelor's degree in Civil, Mechanical or Environmental Engineering or equivalent and a minimum of twelve (12) years of management e experience in a utility, business, or government agency or an adequate combination of the above referenced criteria.
- A valid certificate of registration as a Professional Engineer issued by the State of South Carolina or the ability to obtain.
- A graduate degree in Business, Economics, Finance or Public Administration is helpful.
- Must possess a valid state driver's license.

### **AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

- Requires sedentary work that involves walking or standing some of the time and involves exerting up to 30 pounds of force on a recurring basis or routine keyboard operations. May require climbing stairs and ladders and traversing uneven terrain.
- The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, moving machinery, electrical shock, heights, toxic/caustic chemicals, disease/pathogens, confined spaces.
- The job requires normal visual acuity, and hearing and speaking abilities.
- Anderson Regional Joint Water System is an Equal Opportunity Employer. ADA requires the Water System to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.