

POSITION ANNOUNCEMENT:
System Manager for the Downriver Sewage Disposal System

Issued By: the Downriver Utility Wastewater Authority
March, 2017

The Downriver Utility Wastewater Authority (“DUWA”) is accepting applications from qualified individuals to serve as the System Manager for the Downriver Sewage Disposal System (“DSDS”) which transports and treats wastewater from all or portions of thirteen communities: Allen Park, Belleville, Brownstown Township, Dearborn Heights, Ecorse, Lincoln Park, River Rouge, Riverview, Romulus, Southgate, Taylor, Wyandotte and Van Buren Township.

The Downriver Utility Wastewater Authority is in the process of acquiring the Downriver Sewage Disposal System from Wayne County. After the purchase has been completed, the Authority will be responsible for managing and administering the System, including oversight of a Contract Operations firm who will provide day-to-day operation and maintenance services for the System. The Authority intends to hire a System Manager who is expected to begin work prior to the transfer of the System, and then assume responsibility for managing the System after the effective date of the transfer.

The DSDS System Manager is a new, full time position which will have a work load of 40 hours per week with responsibilities which may, depending on circumstances, include requirements for occasional evening and/or weekend work. It is anticipated that the System Manager will be an employee of the Authority, although the Authority is willing to consider an engagement as an independent contractor if that arrangement is preferred by the selected individual. The salary range for the position is \$125,000 - \$150,000, with the rate to be finalized based on the qualifications and experience of the individual selected for the position. A full benefit package will also be provided similar to the compensation packages currently provided for other large public utilities. The Authority also intends to hire additional staff to handle various administrative, financial and technical functions, and the new System Manager will be directly involved in the establishment of these positions and the identification of their duties and responsibilities, as well taking the lead for interviewing and hiring these individuals.

The System Manager will work directly for the Downriver Utility Wastewater Authority which is comprised of a Representative from each of the 13 Member Communities. Those Representatives constitute the DUWA Board of Directors which meets monthly, and which is the decision making body for the Downriver Sewage Disposal System. The Board is responsible for establishing the System Manager’s terms of employment, including the Scope of Work and compensation.

The duties of the System Manager are listed in the attached Position Description. Additional information about DUWA and the Downriver Sewage Disposal System is available from DUWA’s Web Site which can be accessed at: www.DUWAuthority.org. Applications must be submitted electronically, and must be received no later than May 1, 2017 DUWA’s Web Site includes instructions on how to submit an application.

**Position Description for DUWA System Manager
March 13, 2017**

The System Manager for the Downriver Sewage Disposal System (“DSDS”) is person responsible for ensuring that the utility is properly operated and maintained and, that wastewater generated in the Service Area is reliably and efficiently transported and treated in accordance with all State and Federal requirements. The major work activities assigned to the System Manager are as follows:

1. DUWA Board Support and Interface on Policy Issues

The System Manager works directly for the DUWA Board and reports to the DUWA Board. As such, the System Manager is expected to attend the monthly Board Meetings and prepare a written report on the status of the System and a summary of any issues or problems that have arisen. The Manager is responsible for preparing and distributing the Board Meeting Agenda along with any documents or handouts which will be presented to the Board and discussed at the Meeting. The Manager also prepares or oversees the preparation of the official Meeting Minutes. The Manager prepares recommendations and Briefing Memos to the Board on key issues and action items, and provides support to the Board for the development of Policies and Procedures for the DSDS.

2. Community and Drainage District Interface re: Problems, Complaints, Service Contract

The System Manager is expected to communicate with the member Communities on an “as needed” basis and respond to concerns, comments, issues and complaints. The System Manager is responsible for ensuring that both the Authority and the member Communities comply with the terms and conditions of the Service Agreement which establishes the rights and responsibilities of both the Authority and the Communities. The System Manager may, from time to time, need to attend local City Council/Township Board meetings to address issues and problems that arise. The System Manager is also expected to work with several Drainage Districts which are located in the DSDS Service Area to ensure that the operations of the System and the Drainage Districts are compatible and coordinated.

3. Staff Supervision and Direction

The System Manager is responsible for managing and directing other staff employed by the Utility Authority, including direct involvement in the creation of the staff positions, interviewing and hiring staff, developing position descriptions, as well as monitoring and, if necessary, correcting employee performance. It is anticipated that individual staff members will be assigned responsibility for specific work items, but the System Manager will be responsible for ensuring that the work performed by DUWA staff is acceptable.

4. MDEQ and US EPA Interface re: Regulatory and Permit Issues

The System Manager will be responsible for ensuring compliance with State and Federal environmental requirements including the NPDES Permit issued to the System and the Industrial Pretreatment Program. The System Manager has primary responsibility for negotiating the terms and conditions developed as part of a Permit re-issuance or Permit Amendment. The System Manager must oversee and direct any remedial actions that are required to be undertaken in the event of a violation or non-compliance situation. The System Manager is also responsible for monitoring new or emerging State and Federal regulatory requirements for items which affect the Downriver System and developing and implementing appropriate responses to these programs.

5. Oversight and Supervision of the Contract Operator; Management of the O&M Contract

The System Manager is responsible for supervising and managing the work performed by Veolia to operate and maintain the treatment plant and interceptor system pursuant to the O & M Agreement between DUWA and Veolia. The may include the development of benchmarks to be used to evaluate performance, as well as routing monitoring of work orders, effluent quality, staffing levels, etc. If necessary, the System Manager is responsible for identifying situations where the Contract Operator is performing unsatisfactorily and ensuring that appropriate changes are made to correct or mitigate the problems.

6. Management/Supervision of Finance and Accounting Work

The System Manager is responsible for supervising and overseeing all work done for the Authority relating to financial and accounting matters. This includes preparation of the annual budget, establishment of rates, financing of capital improvements, collection of revenue from customers and the investment and management of those funds, purchasing and purchasing procedures, applications for State/Federal grants and loans, payment of bills and processing of invoices, maintaining the General Ledger and preparing periodic financial statements, monitor expenditures and prepare “budget to actual” reports periodically, coordinate updates to the User Charge System as needed (typically as a precursor to obtaining grants or loans), and preparing a Fiscal Sustainability plan as may be required by the State as part of SRF Loan applications.

7. Management/Supervision of Technical and Engineering Work

The System Manager is responsible for supervising and overseeing all work done for the Authority relating to technical and engineering matters. This includes preparation of the 5 Year Capital Improvement Plan, hiring and supervising consultant firms to do work such as design of new facilities, collection and analysis of meter data, managing the Industrial Pretreatment Program, review of applications for construction of new collector sewers and issuance of permits, monitoring actual flow contributions from member Communities and evaluating whether those flows are within the allowable maximum flow limits established by the Service Agreement, coordinating with Metro Airport regarding the transport and treatment of Glycol waste from de-icing operations, etc.

8. Management of all Professional Services Contracts Issued by the Authority

The System Manager is responsible for overseeing and managing the work being performed for the Authority pursuant to any Professional Service Contract, including but not limited to those listed below.

a. DUWA Attorney Interface; and Interactions re: Legal Matters

This includes response to lawsuits, complaints, development of Bylaws or Amendments to the DUWA Articles of Incorporation, issues arising from the DUWA Service Agreement between the Authority and themember Communities, responses to basement flooding complaints and claims, revisions to the Authority’s Sewer Use Regulations, contractual issues relating to the inter-relationship between DUWA and the Drainage Districts in the Service Area, contractual issues relating to oversight of the Contract Operations Agreement with Veolia, contracts for chemicals, power, supplies or sludge disposal, responses to Freedom of Information Act (FOIA) requests, and other legal matters as may arise.

b. DUWA Technical Consultant Interface

Oversee and manage any work performed by DUWA’s Technical Consultant if the Authority continues to retain a Technical Consultant to provide assistance to the System.

c. Oversight/Management of Design Engineers

Oversee and manage the work performed by consulting firms retained by the Authority for the design of capital improvement projects.

d. DUWA Financial Consultant Interface

Oversee and manage any work performed by DUWA’s Financial Consultant if the Authority continues to retain a Financial Consultant to provide assistance to the System.

e. DUWA Interface with Bond Counsel, Financial Advisors re: financing of Capital Improvements

Oversee and manage the work performed by the Authority’s Bond Counsel and Financial Advisor with respect to the financing of future capital improvements for the System.

f. Other Professional Services Contracts as may be awarded by the Authority

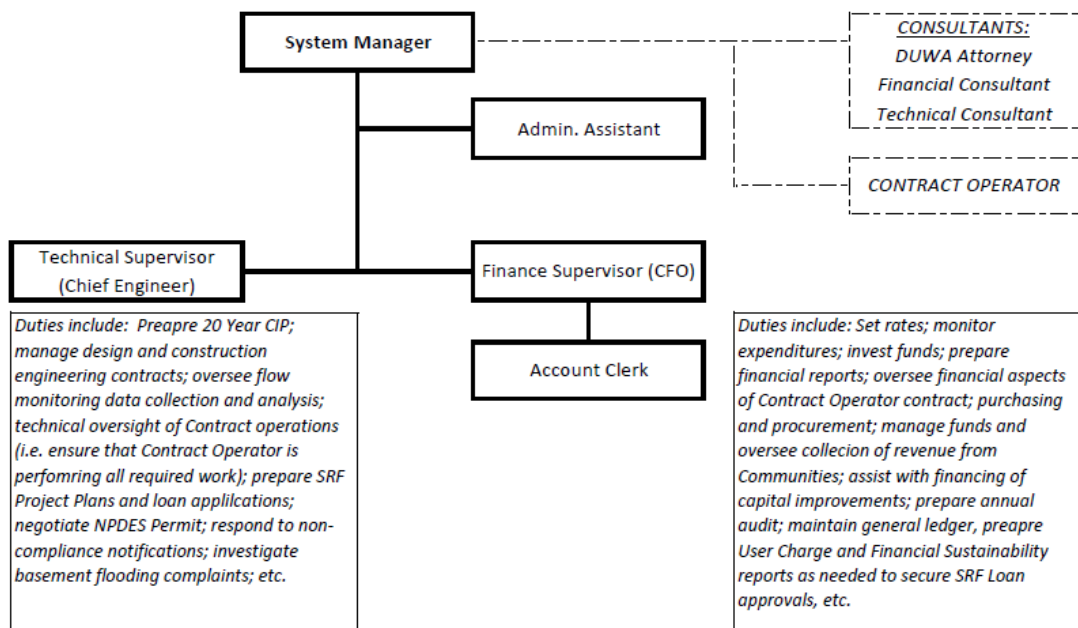
Oversee and manage any other Professional Services Contracts as may be awarded by the Authority.

9. Other/Miscellaneous Matters

The System Manager may also be required to handle or manage other issues such as acquiring insurance coverage, managing communications with the media and press, assisting with negotiating employee benefit packages, etc.

SUGGESTED ORGANIZATION CHART FOR DUWA STAFF TO MANAGE/ADMINISTER THE DOWNRIVER SYSTEM

NOTE: This is a PRELIMINARY Organization Chart which is expected to be finalized after the System Manager is hired.



Attachment

Minimum Qualifications And Experience Requirements for System Manager Applicants

Applicants for the System Manager position must possess the following qualifications and experience:

- Generally knowledgeable on all aspects of municipal wastewater systems including treatment and conveyance; design, financing and construction of capital improvements; financial management including user charges and rates; and regulatory matters such as NPDES Permits, biosolids management, Industrial Pretreatment programs, and SRF loans, AND
- At least 4 years direct experience with management and/or operation of a municipal wastewater treatment and collection system, AND
- A bachelor's degree in civil, sanitary or mechanical engineering, or a bachelor's degree in a related field such as environmental science, chemistry or biological science, or a bachelor's degree in finance, accounting or public administration;
- Ability to communicate effectively and exercise leadership skills in situations which involve highly skilled technical staff as well as elected officials and the general public;
- Prior management and supervisory experience is strongly recommended.