



**CITY OF
ORLANDO**

**CITY OF ORLANDO, FLORIDA
WATER RECLAMATION DIVISION MANAGER**

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The City of Orlando is seeking top-tier professionals as candidates for its Water Reclamation Division Manager.

Orlando (pop.325,000) is best known for its theme parks and tourism, but there is so much more to what makes it a great place to live, work and play. With world-class venues hosting countless concerts, sporting, and cultural events, a diverse and budding food scene, unique neighborhoods, and an inclusive and welcoming character, Orlando is a city for everyone.

But what makes Orlando special is its compassionate, diverse, multicultural community that embraces equality and human rights for all and is committed to ensuring every person who chooses to call the city beautiful home feels equally valued, equally protected, and has equal access to opportunity.

The Water Reclamation Division Manager is a key member of the Public Works Department and the City's executive leadership team that ensures alignment of public utility goals and vision with the Strategic Plan.



THE DIVISION

Water Reclamation is divided into two main areas of responsibility – Engineering and Maintenance Services and Process and Operation Services:

Engineering and Maintenance Services

Provides water reclamation capital facilities planning, operation and maintenance of 1,079 miles of sanitary sewers and force mains in the water reclamation collection system and about 240 lift stations located throughout the city.

Process and Operations Services

Manages operates and maintains the Iron Bridge Regional Water Reclamation Facility (WRF) that is permitted for 40 million gallons per day (mgd) of capacity, the Water Conserv I WRF (7.5 mgd), the Water Conserv II WRF (25 mgd), the Orlando Easterly

Wetlands, the Conserv II Reclaim Water Distribution Facility (co-owned/managed with Orange County) the Environmental Laboratory, and the Industrial Automation Group.

The Environmental Control group regulates and monitors industrial discharges, environmental studies, evaluations and remediation projects within the City's limits. The Compliance and Public Awareness group manages the oil and grease program, assists the Division with regulatory compliance and manages our educational outreach to the public. The Business Management Group handles a variety of business responsibilities including billing and customer service.

SUMMARY OF ORLANDO'S THREE MAJOR WATER RECLAMATION FACILITIES

Iron Bridge Water Pollution Control Facility

A regional wastewater treatment plant that is operated and primarily owned by the City of Orlando. Although most of the wastewater treated by Iron Bridge is from the City of Orlando, flows are contributed from other sources, including parts of Winter Park, Maitland, Casselberry and unincorporated portions of Orange and Seminole

Water Conserv I (WCI) Facility

Provides service to the southwest section of Orlando. The WCII facility has a design capacity of 25 mgd and is designed to service about 250,000 people. This volume of flow is equal to about 454,500 55-gallon drums. The facility was built to protect the Central Florida environment, especially in Orange Co, with its "Zero Discharge" method of effluent reuse/recharge. The highly treated effluent is pumped 20 mi. to SW Orange and E Lake Cos for irrigation of citrus groves, and recharge of the aquifer through a series of Rapid Infiltration Basins

Water Conserv I (WCI) Facility

Has a design capacity of 7.5 mgd and is classified by FDEP as a Class A, Level 1 treatment plant. The facility is designed to service about 75,000 people. This volume of flow is equal to about 136,400 55-gallon drums.



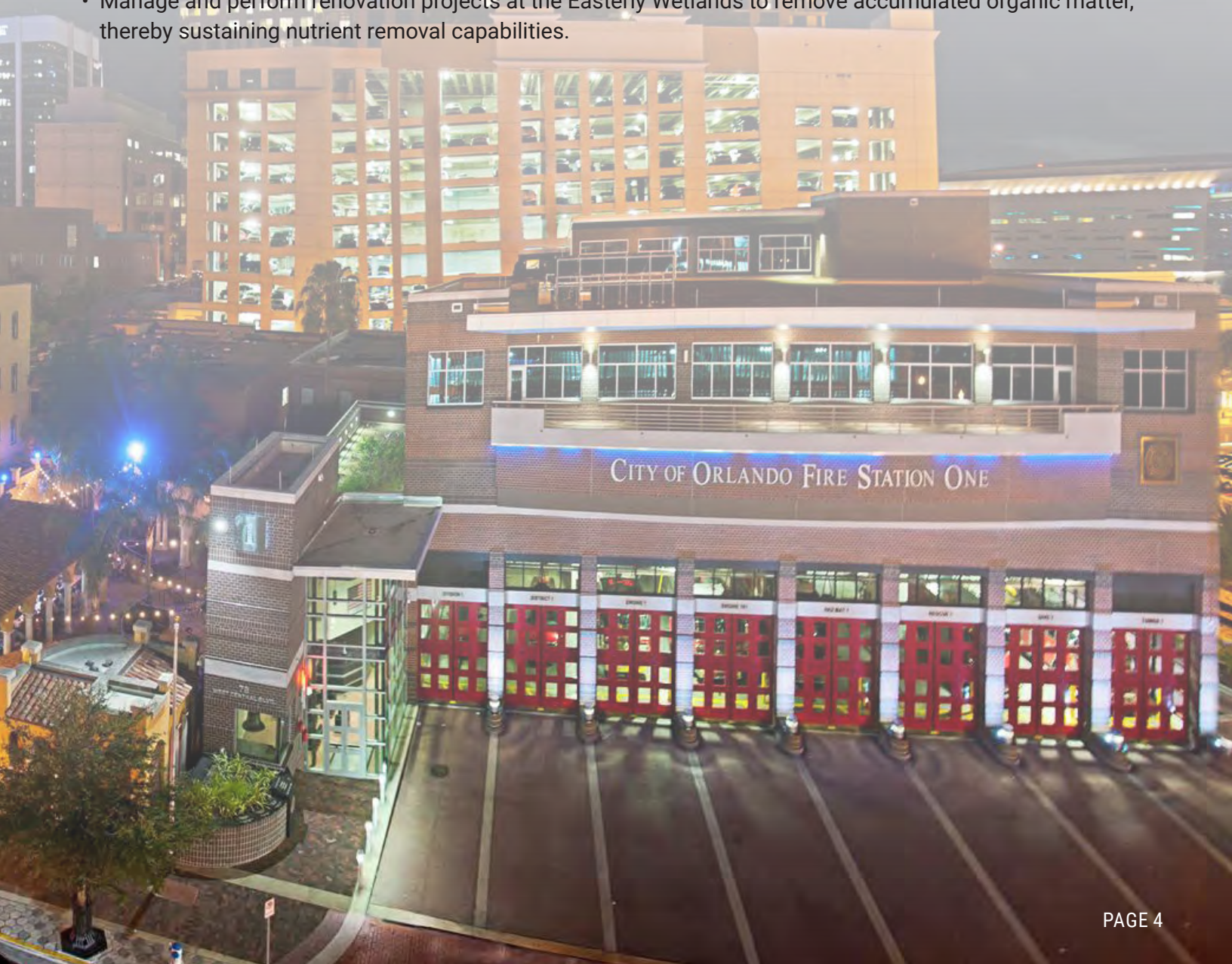
The benefit of each of these city facilities is equal to its goal to preserve the environment and to protect public health. This is also in harmony with the City of Orlando's mission, "Serving Orlando with Innovation, Responsiveness, Knowledge, Professionalism and Courtesy."

PAST DIVISION ACCOMPLISHMENTS

- Operations Center and Laboratory improvements for Conserv began in 2nd quarter 2023
- Land acquisition for the Reclaimed Water Storage and Pump Station for Water Conserv I
- Conserv I Electrical Improvements, RIB Sand Replacement and Effluent Sand Filters
- New electric controls and generators to more than 10 Lift stations
- Study to develop and evaluate alternatives to insure reliable, cost-effective treatment to achieve the more stringent nutrient limits and develop a phased approach to the improvements.

LONG TERM GOALS & OBJECTIVES

- Continue
 - with Inflow & Infiltration reduction, concrete corrosion repairs, and CIPP lining of gravity pipes
 - to evaluate sanitary system condition and improve aging/deficient infrastructure
 - with design/construction of major force mains that serve the downtown and surrounding areas, Lift Stations 1, 2, 3, 4, and 248
- Manage and perform renovation projects at the Easterly Wetlands to remove accumulated organic matter, thereby sustaining nutrient removal capabilities.



THE POSITION

Leads the Water Reclamation Division by managing the design, operation, control, and maintenance of three advanced biological nutrient removal facilities. The city has an extensive network of 240 lift stations, 200 miles of force mains, and 1,000 miles of gravity collection lines.

Performs expert engineering and administration in planning, designing, and constructing the entire water reclamation system. Ensures seamless operation and maintenance while tackling technically complex and politically sensitive issues.

The Water Reclamation Division has a team of 280 and this position directly manages 5 positions – two Assistant Division Managers, Business Manager and Senior Administrative Assistant. The position reports to the Public Works Director.

RESPONSIBILITIES

Strategic Leader: Sets division goals and objectives aligned with the City’s mission and policies.

Oversees the Water Reclamation System: Plans and directs the design, construction, operation, maintenance, and repair of the system. Coordinates with City departments and external agencies for collection, transmission, treatment, and disposal of reclaimed water.

Capital Improvement Planning (CIP): Collaborates with City leaders to extend the current 5-year Capital Improvement Plan (CIP) to a 15-year horizon, ensuring future needs are anticipated and accurately forecasted, including rate studies and other essential evaluations.

Human Resources Duties: Staff management of a large division in a year-round 24/7 operation including recruiting, training and development, performance management and improvement, employee relations in a union environment, policy implementation and safety compliance.

Financial Management: Recommends, monitors, and controls an annual budget of approximately \$140 million for system operations, maintenance, and capital improvements which includes both operating budgets and grant funding. Also has control over the Water Reclamation Enterprise Fund of approximately \$126 million.



Directs Planning and Contracts: Prepares plans, specifications, and contracts for new facilities or improvements to existing ones. Oversees short- and long-term studies on system needs.

Develops Programs and Training: Creates programs, goals, and training courses for division activities. Conducts special studies to improve operations and reduce costs.

Manages Industrial Pretreatment: Consults with industries on pretreatment issues and programs. Oversees billing for over 84,000 customers, including wholesale and surcharge billing.

Liaises with Authorities: Confers with consultants, contractors, and various governmental officials on water reclamation operations and pollution control.

Performs Additional Duties: Handles various other tasks as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in civil engineering, sanitary engineering, or environmental engineering or directly related field.
- At least 8 years of experience working in a large-scale water reclamation facility with at least four or more years' experience in the design and administration of a water reclamation systems in a management capacity.
- Experience in managing employees who are covered by a collective bargaining agreement.
- A valid Florida Driver's License is required or a valid state license from another state that can be transferred within 30 days of hire.

Preferred:

- Florida Professional Engineer (PE) license
- APWA Certification (CPII, CPWP-S or M, CSM)

KEY CHALLENGES

- **Modernizing aging infrastructure** and addressing challenges from hurricane infiltration require innovative solutions. By transforming these vulnerabilities into opportunities for innovation and resilience, it will ensure the system remains effective and relevant in the future, despite any changes or challenges that may arise.
- **Two distinct skill sets are essential.** The division manager's primary focus is to provide advanced engineering expertise to conceptualize the big picture and manage the CIP **and** top-tier operations management experience to effectively run a state-of-the-art facility.
- **The Enterprise Fund** offers an important revenue stream to reinvest in business improvements but requires support in managing process improvements and accounts receivable. Experience in rate setting, determining impact fees, securing outside funding sources, and handling bond issues is desirable.
- **Fostering Team Trust** is important since this position is replacing a valued 40+ plus team member who is retiring. In addition to learning a complex operation, the new division manager must foster relationships and collaborate proactively with a large diverse team, including professionals, engineers, plant operational staff, and Labor Relations to ensure continuous professional development of the team and that the goals and objectives of the department are achieved.



PROFESSIONAL OPPORTUNITIES

- **Establish the standard of excellence** by leading innovative solutions in the wastewater industry. The city seeks a best practice leader to research and implement advanced technologies to build a future-focused water reclamation facility that delivers superior services to the community and is recognized as the premier innovator in the wastewater industry.
- **A visionary leader** capable of mastering a complex operation and understanding its place within the organization. If you love analyzing current processes, conducting research, and finding ways to improve efficiency, this role is ideal for you.
- **Exciting Professional Growth Opportunities:** With a renewed focus on expanding the city's infrastructure, you'll have the chance to work on impactful projects. The city's size offers numerous opportunities for advancement both within the department and across other departments.
- **Recruitment, Retention, and Strategic Succession Planning** – The division must fill some current vacancies with new employees who possess the same high level of skills and commitment as the existing workforce. In addition, the new division manager must work closely with all plant and professional team members to provide training and mentorship to align personal goals with the strategic plan to support effective succession planning.





REQUIRED COMPETENCIES

- **Water Reclamation Engineering** – Expert knowledge of the principles of civil, sanitary, and environmental engineering as applied to the development, construction, operation, and maintenance of water reclamation facilities, lift stations, force mains and gravity collection systems.
- **Regulatory Knowledge:** Familiarity with local, state, and federal environmental regulations governing the collection, transmission, treatment, and disposal of reclaimed water.
- **Environmental Compliance:** Knowledge of local ordinances, state and federal regulations that govern environmental protection as it relates to the collection, transmission, treatment and disposal of reclaimed water.
- **Project Management:** Skilled in planning and directing the design, construction, operation, maintenance, and repair of water reclamation systems. Capable of managing Capital Improvement Projects for 5-year and 20-year plans.
- **Budget Management:** Proficient in developing and maintaining a large operating budget including grant funding and enterprise funds.
- **Relationship Building:** Ability to establish and maintain effective relationships with the community, staff, elected officials and various governmental agencies and officials.
- **Outstanding written and verbal communication skills,** with the ability to pinpoint and emphasize key points, and convey complex information succinctly within a limited timeframe.
- **Inspection and Problem-Solving:** Competent in performing inspections and making comprehensive recommendations for water reclamation issues.

THE BEST FIT CANDIDATE

The ideal candidate for this position will possess the following expertise and background:

- **A full-service water reclamation background** to manage the entire program, including collections, treatment, and water reclamation, is essential. Experience with reclaimed water is a plus.
- **Political Acumen** coupled with strong organizational and communication skills, adept at gathering and synthesizing information to prioritize key issues effectively.
- **Outstanding Engineering and Capital Planning expertise** with a strong grasp of budgeting and the ability to develop a long-term Capital Improvement Plan (CIP) for better forecasting of future needs and capacity. Demonstrates foresight in identifying potential issues early and transitioning the plan from a reactive to a proactive approach.
- **Optimize Team Expertise** by recognizing your own knowledge gaps and effectively leveraging the skills and knowledge of team members to bridge them.
- **Experience working with unions** to effectively manage relationships with team members in union positions.
- **Outstanding engineering and finance expertise** with the foresight to identify potential issues early and the capability to shift a Capital Improvement Plan from a reactive to a proactive strategy.
- **Demonstrate leadership and collaboration** by guiding a diverse workforce in a progressive industry, overcoming challenges, fostering teamwork, exercising sound judgment, treating others with respect, and building interdisciplinary teams.
- **Excellent Problem-Solving and Data Analysis Skills** to creatively solve problems, utilize science and technology to streamline processes, capture and analyzes data, communicate with various agencies, and stay organized.
- **Exhibit Integrity and Adaptability** by leading team members with curiosity, an analytical mindset, and a compassionate worldview. Adapt to changing situations, connect effectively with all organizational levels, and serve with unwavering honesty and ethical principles.

OTHER IMPORTANT INFORMATION

Application Instruction and Deadline Date – Qualified candidates should submit résumé, cover letter, and contact information for four or more supervisory and/or professional references online at by Friday, December 6, 2024 online at govhrjobs.com!

Confidential questions regarding the recruitment may be directed to: Joan Walko, MGT Senior Consultant, (410) 499-9586

Anticipated Schedule – If you are selected to move forward in the process, please be aware that the anticipated recruitment schedule follows:

- Posting closes – 12/6/2024
- Consultant review of applications – 12/9-20/2024
- Zoom Screening Interviews with city recruitment team – 1/6 or 7/2025
- After finalists are selected: Background and Reference Checks
- Onsite interviews – 1/20/2025

The hiring range is \$150,000 - \$165,000 depending on qualifications.

Florida Sunshine Laws – Please be aware that all aspects of this recruitment are open to public records requests throughout the process.



Benefits and Wellness Offerings – The City offers a generous and competitive benefits package – with world-class benefits designed to meet the needs of employees and eligible dependents and add value to their lives. Most benefits are effective on the 31st day of continuous employment. Dental and vision coverage is effective the 1st day of the month following your 30th day of continuous employment.

The menu includes a comprehensive list of options, including

- Medical, dental, vision, spending accounts, life, disability,
- For a great work / life balance, The city offers a generous time off program that includes:
 - Personal leave based on seniority (136 to 216 hours) with an additional 64 hours of management leave
 - 10 paid holidays (plus 24 hours of floating holidays)
- Retirement and Savings Plan 401A (7% City contribution plus up to 3% match)
- and other benefits and rewards.
- Auto Allowance - This position will have 24/7 access to a city vehicle.

For more information about plan highlights, costs, and effective dates, please visit the [City of Orlando Benefits Summary](#).

Veteran's Preference is given according to Florida Law. Please answer the supplemental questions and attach a copy of your DD214 and service-related disability documentation (if applicable) to your application prior to the job posting closing date. If confidential information (E.g. social security number) appears on your form, please make a copy and redact that information **only** prior to submission.

"The City of Orlando provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, age, disability, sexual orientation or genetic information"