



General Manager – Saint Paul Regional Water Services

The City of Saint Paul is looking to hire a General Manager – Saint Paul Regional Water Services (SPRWS). SPRWS provides drinking water and related services to the City of Saint Paul in addition to several surrounding suburban communities including Maplewood, West Saint Paul, Lauderdale, Falcon Heights and Mendota Heights. Water is provided on a wholesale basis to the cities of Arden Hills, Roseville and Little Canada. The utility provides water to nearly 450,000 customers on a 24/7/365 basis.

SPRWS is a city department that consists of 260 employees dedicated to providing quality water and services to our customers at a reasonable cost. Water is collected and treated to meet or exceed all drinking water standards at the McCarrons Water Treatment Plant. From there it is distributed to our customers through a system that includes 1,200 miles of water mains, 94,000 service connections, 10,000 hydrants, along with many valves, pumping stations and water storage facilities. SPRWS conducts business that results in annual revenues totaling \$69 million. Our operating budget is \$47 million with a revenue funded capital budget totaling \$20 million. SPRWS consists of four divisions, each led by a division manager. These divisions include Production, Distribution, Business and Engineering.

SPRWS is currently embarking on a five-year capital project to replace and upgrade much of the McCarrons Water Treatment Plant. This \$160 million dollar project, funded by debt financing through the Drinking Water State Revolving Fund program, will enhance our award-winning facility by adding ozonation and advanced oxidation to our toolbox to address current and future treatment challenges.

The General Manager is responsible for ensuring the efficiency and effectiveness of the regional water system by overseeing all aspects of operations including water works, supply, storage and distribution of water. The GM also provides leadership and accountability over the financial performance of the system including the sale of water, the budget, bonded debt, water rates, and the overall capital program. The General Manager position is appointed by and serves at the pleasure of the Board of Water Commissioners.

The successful candidate will possess:

Demonstrated leadership and communication skills required to oversee a dynamic organization that provides critical water services to the Saint Paul Region.

Expert understanding of the full range of modern principles, terms, procedures, and practices of municipal civil engineering in relationship to water supply, purification, storage, and distribution

- The ability to plan and manage, simultaneously, multiple SPRWS projects and on-going programs, which have a high level of community impact, within negotiated deadlines. Direct initiatives to implement personnel plans, safety and regulatory standards, and business improvement strategies.
- Leadership in identifying and resolving the most difficult and complex technical and resource utilization problems associated with the work.



Comprehensive understanding of City Government, bargaining unit contracts and administration of contract provisions

- Strategic focus and approaches which connect the Department's strategic and tactical plan to the City's Strategic Plan. Achieves results and adds value to the organization by implementing appropriate strategies and assuming responsibility for results. Manages successful implementation strategies and works collaboratively with others.
- Directs the development and implementation of budgets and the management of funds.
- Effectively utilizes an asset management program to prioritize capital investment and ongoing maintenance programs.

The ability to provide sound decision making and problem-solving skills

- Factor such matters as issues of budget limitations, contending interest groups, interagency concerns, legal issues, and the political climate as they affect technology into the decision-making process.
- Identify and minimize the most complex risks and liability implications involved in policy development, long-term planning, and strategy administration.
- Create an atmosphere conducive to the transfer of expert knowledge to others and positively influence managers, supervisors, and employees.

The ability to communicate effectively with diverse internal and external customers while providing unparalleled Customer Service

- Effectively communicate whether listening, speaking, or writing, with individuals and groups from varied social and economic backgrounds, including elected officials, department directors, representatives of other jurisdictions and private organizations, subordinate employees, the media, and the general public.
- Explains or oversees the explanation of technical issues to non-technicians. Resolves differences among competing points of view and develops commitment to mutually acceptable goals.
- Demonstrates an understanding of and respect for the diversity of customers, officials, co-workers, and supervisors, including individuals who may have a disability or whose first language may be one other than English.

Required Qualifications

A Bachelor's Degree in Civil Engineering, the Biological Sciences, Public Administration, Business Administration, Water Resources, Environmental Management, or a closely related field.

Seven years of progressively responsible professional supervisory and administrative experience in a public utility or related business enterprise.

An advanced degree in a closely related field may be substituted for two years of experience.



Compensation and Benefits

This is an unclassified, at-will position appointed by the Board of Water Commissioners. The salary range is \$124,654.40 - \$170,518.40 annually, with starting salary dependent on experience and qualifications. In addition, the salary is supplemented by Saint Paul's outstanding benefits package which includes:

- Medical Insurance - Medical coverage is fully paid for employee; significant City contribution for employee and family coverage.
- Dental Insurance - Preventative dental coverage is provided. Optional dental is available.
- Short-Term Disability and Long-Term Disability are provided.
- Life Insurance - Saint Paul pays for 100% of premium cost for an amount of coverage equaling one and one-half (1.5) times the employee's annual salary.
- Pension - City contribution to MN Public Employee Retirement Association.
- Vacation - Vacation time is accrued at a minimum of 17 days per year.
- Other Leave - Employees receive ten paid holidays and six personal days every year.
- Deferred Compensation – Employer will match the employee contribution up to \$2,000 per year.

Application Process

To be considered for this exceptional career opportunity, please submit the following documents by January 4, 2021 at 4:30 p.m.

- A resume
- Responses to the applicant questions

Please respond to the following questions using no more than a total of three typewritten pages:

1. Describe how your depth and breath of experience qualifies you to manage the Saint Paul Regional Water Services Utility. Describe what specific experience you have in a public or private utility business operation. Describe how your education and experience qualifies you to manage a large regional water utility.
2. Describe your experience dealing with fiscal constraints. Describe a time when you re-invented a business operation to make the company more efficient and cost effective.
3. Describe your role in improving the quality of a business's primary product or service.
4. Describe a system wide, customer service method that you incorporated into a business operation to improve customer service and loyalty.
5. Describe how you have built collaborative relationships in your current or past position. Describe how you will bring together individuals with varying interests and agenda in support of Board objectives.

Additional information about the City of Saint Paul can be found on our website at www.stpaul.gov.