

**DEPUTY EXECUTIVE DIRECTOR  
BRUNSWICK-GLYNN COUNTY JOINT WATER & SEWER COMMISSION**

The Brunswick-Glynn County Joint Water and Sewer Commission provides water and sanitary sewer services to a community which combines a slower pace of life with the amenities of a resort community while being an hour from Savannah and an hour from Jacksonville where even greater level of amenities are accessible. The City of Brunswick is mainland to the beautiful barrier islands of St. Simons Island, Sea Island, Little St. Simons Island and Jekyll Island. This area, referred to as the Golden Isles, is located on the southern coastline of Georgia, tucked between Savannah, GA and Jacksonville, FL. Known as one of the most historic and visually striking places in the country to visit and live, the Golden Isles radiate charm with endless golden marshes, century old grand oak trees, nineteenth century Victorian-style homes and pristine waterways and beaches. The area offers a variety of casual and fine dining restaurants, art galleries, quality medical facilities, unique shopping boutiques, churches, and cultural venues. Home to the RSM Classic, part of the PGA tour, the Golden Isles' world-class golf courses have earned the area a reputation as a "golfer's paradise". Ideal weather conditions throughout the year provide for an active and healthy lifestyle, supporting endless hobbies and traditional sports.

The BGJWSC is a relative young utility formed in 2008 by the combining of city and county utilities. The utility plays an integral role in community development issues. The utility's vision is to be a best in class utility. The BGJWSC has a strong energized staff and is looking to fill the key position of Deputy Executive Director with an individual who has a similar energy level and drive for excellence in their professional life. This individual would ideally have operations experience, engineering/technical knowledge, and experience using formal asset management programs in optimizing utility operations and maintenance. This position will report to the Executive Director as the second in command at the utility. This person should be comfortable communicating with and working with City and County elected officials as well as community economic development officials.

**Duties**

The Deputy Executive director will be the second in command and will assist the Executive director as needed. This person will aid in strategic planning and personnel development. This person will also assist with organizational development as opportunities and needs are identified. The formal asset management program is one of the keys to the future for this utility and as such will be a major focus for this person. This person will assist with managing a dynamic capital improvements plan. The person will also participate in planning rates for operational revenues and fees for capital improvement plan financing with a strong emphasis on keeping rates and fees affordable in the community. Compliance with all local state and federal regulations will be a portion of this person's duties.

**Minimum Requirements**

Water and sewer utility experience and at least six (6) years of progressive management experience are desired. A degree in chemical engineering, mechanical engineering, civil engineering or related field is preferred. Experience and expertise will be considered which demonstrate the requisite abilities to successfully preform requirements of this position. Safe driving record and valid driver's license, criminal and credit background check, pre-employment drug screening and physical is also required.

**Compensation**

The BGJWSC provides a strong benefits package which includes major medical, dental, vision, life insurance, paid sick time and vacation, ten paid holidays and employer funded retirement. The salary range for this position starts at \$96,529. Pay is competitive and will be commensurate with qualifications and experience. The BGJWSC is an Equal Opportunity Employer. Applications for this position will be accepted until the position is filled. All interested candidates must should send their resume and letter of interest, including salary requirements, to:

[baylie@teamworkservicesinc.com](mailto:baylie@teamworkservicesinc.com)

Baylie Lane – Human Resources Generalist  
Teamwork Services, Inc.  
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Brunswick, GA 31520



## **Deputy Executive Director**

Executive Director

**ED/4**

### **JOB SUMMARY**

Under the general direction of the Executive Director, oversees, directs, and administers the daily operations of the Brunswick-Glynn County Joint Water and Sewer Authority divisions assisting the Executive Director as directed or needed.

### **ESSENTIAL FUNCTIONS**

- Assists in long range planning for the physical development of JWSC infrastructure and environmental control systems. Provides engineering technical expertise and process analysis to evaluate and maximize short and long term project and infrastructure goals. This includes developing assessment processes for all assets and facilities to insure proper priorities are used in rehab and expansion capital project executions.
- Assists in strategic planning for overall organizational management and optimization.
- Oversee implementation and ongoing use of Asset Management throughout JWSC operational divisions. Guide use of Asset Management to facilitate optimization of processes in operations.
- Assists in organizational structure optimization and improvement to promote a more effective organization.
- Assists in annual budget development tasks.
- Assists in oversight of operating budgets for operating divisions.
- Assists in managing phases of project development and implementation.
- Assists in insuring the training and safety needs of the JWSC are managed and tracked to insure proper performance of the organization.
- Assists in assuring compliance with all local, state and federal laws and regulations.
- Assists in educating the public at all levels on the JWSC services' value to the community and their programs to provide that services as well as the obstacles the JWSC faces in doing so.
- Develops and utilizes analytical tools to provide total system support accountability to ongoing rehabilitation and long range project planning.

- Oversees and directs the daily operations and administration of JWSC.
- Assists in maintaining high levels of customer service throughout the organization.
- Reviews and authorizes proposals and budgetary decisions.
- Provides policy development and implementation.
- Oversees the selection, training, and performance evaluation of subordinates all employees; provides for the training, and proper instruction of staff; manages performance standards and programs throughout; guides, coaches and assists employees in professional development; ensures that employees work safely, efficiently, and effectively in conjunction with the Executive Director.
- Determines work procedures, prepares work schedules, and expedites workflow; inspects the progress and status of all work projects and services regularly.
- Assists the Executive Director in preparing and submitting short and long-range plans to serve the community's needs.
- Prepares budget documents, reports, records, and written communications in support of JWSC operations.
- Maintains close communications with the JWSC Executive Director and keeps the Executive Director informed at all times.
- Maintains close working relationship with Senior Engineer to analyze and assist in providing a holistic approach to construction programs and rehabilitation needs that meet agency objectives.
- Maintains close communications and working relationships with City and County Department Heads in order to coordinate and expedite work.
- Responds to emergency calls for assistance; coordinates with other local and state agencies whenever necessary or appropriate to maximize resources and services.
- Oversees project management for the construction of utility projects; oversees assigned projects to ensure contractor compliance with time and budgetary parameters.
- Responds to written and verbal inquiries and requests as needed.
- Maintains effective working relationships with consultants, contractors, vendors, local, state, and federal agencies involved in public works projects, programs or services.
- Monitors the local environment and inter-agency actions that may affect projects, programs and services.
- Attends or approves the attendance at staff, regulatory and training meetings/conferences.
- Acts for the Executive Director in absence or when delegated.

- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Thorough knowledge of the operations and maintenance of a full service water and wastewater utility
- Knowledge of the safety hazards and safe practices in construction, operation, and maintenance of a full service water and wastewater utility.
- Knowledge of typical utilities projects, programs and services.
- Knowledge of geographical information systems and related database operations.
- Knowledge of applicable laws and regulations affecting water production, distribution, wastewater collection and treatment, and utility maintenance.
- Knowledge of automated applications to support administrative activities.
- Knowledge of Governmental Purchasing Policies.
- Skill in preparing short and long-term plans for water/wastewater facilities and infrastructure to serve a growing community. Experience in strategic planning.
- Skills in Program Management with a strong knowledge of task breakdown.
- Skill in planning for appropriate resources and in providing services within budget.
- Skill in working drawings for construction and maintenance projects.
- Skill in designing programs, organizing staff, and directing the full range of activities to support programs and services.
- Skill in directing and managing the cost-effectiveness of program activities.
- Skill in evaluating the effectiveness of programs and in making appropriate modifications.
- Proven skill in managing work, leading others, and delegating responsibility.
- Skill in interpersonal communication.
- Skill in public speaking.
- Skill in communicating effectively, both orally and in writing. Ability to work as a member of the management team and to promote the goals and objectives of the overall organization.
- Skill in maintaining accurate records, preparing effective reports, and making effective presentations.

## SUPERVISORY CONTROLS

The Deputy Executive Director assigns work in terms of agency goals and objectives. Work is reviewed through conferences, reports, and observation of agency activities.

## GUIDELINES

Guidelines include state water permit laws and regulations; EPA water treatment and water quality regulations; utility rate guidelines; state and federal employment laws; and open records laws and retention requirements. These guidelines require judgment, selection and interpretation in application. This position develops agency guidelines.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The variety of operations to be overseen contributes to the complexity of the work.
- The purpose of this position is to assist the Executive Director in the direction of operations of the Brunswick-Glynn County Joint Water and Sewer Commission. Successful performance ensures the effective and efficient operation of the city government and affects the quality of life for city residents and visitors.

## CONTACTS

- Contacts are typically with Authority employees, Commission members, elected and appointed officials, attorneys, contractors, vendors, customers, government regulators, and members of the general public.
- Contacts are typically to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has indirect supervision over Director of Administration (1), Engineering Director (1), Purchasing Director (1), Director of Operations (1), Commission Clerk/Liability Claim Manager (1) and Administrative Assistant (1). In addition this position functions to coordinate with thirty party legal and human resources services.

## MINIMUM QUALIFICATIONS

- Bachelors of Science in Chemical Engineering, Bio-chemical Engineering, Environmental Engineering, Mechanical Engineering, Civil Engineering or other related disciplines is preferred.
- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field is desirable.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the organization in order to direct and coordinate work within the organization, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to be bonded.