THE ORGANIZATION

Water touches every life, every day. Our health and the health of the environment and our community depend on access to safe, reliable and affordable water and wastewater systems.

Since 1930, the District has maintained an enduring mission of protecting public health and the environment, and serves the Dane County region through wastewater collection, treatment and resource recovery programs. Through these programs, the District recycles and returns to the environment clean water, generates renewable energy and recovers nutrients for agricultural uses.

The District serves a population of over 340,000 in the greater Madison area. The District’s 180-square-mile service area encompasses 26 owner communities and operates a large networks of interceptor sewers, pumping stations, and a state-of-the-art wastewater treatment plant.

As a result of its initiatives in source reduction and resource recovery, the District is a nationally recognized leader in returning clean wastewater to the environment. The District is governed by a nine-member Board of Commissioners appointed by our owner communities. The Chief Engineer and Director provides executive leadership to the District’s 120 employees and manages an annual budget of $45 million.
DEAR PROSPECTIVE CANDIDATE for the Director of Engineering Position:

Thank you for your interest in joining the Madison Metropolitan Sewerage District. We are seeking an individual who embodies the qualities as outlined in the success factors described here.

The candidate will join a high-performing and functioning team that delivers complex projects on time and on budget. The team has also been moving toward greater sustainability, as evidenced by projects the have been recognized both locally and nationally.

The next Director will build on these successes by leading the department toward adapting to an increasing project workload driven by aging infrastructure, new opportunities with energy management, and system reliability and resiliency in the face of climate change. The next Director will also develop programs to support longer term District needs for the collection system, power systems and effective workflows and standards.

Sincerely,

D. Michael Mucha, P.E., ENV-SP

Engineering Director Success Factors

The successful Director must bring the following qualities to the work:

HOLISTIC: Leadership to competently address issues surrounding sustainability in all phases of an infrastructure project.

COLLABORATIVE: Fosters collaboration and teamwork with staff and interdisciplinary project teams to do the right project, as well as doing the project right.

SYSTEMS-ORIENTED DELEGATOR: A good process manager who effectively works “on the process” and effectively mentors or delegates to others who can work “in the process.”

KNOWLEDGEABLE: Applies deep technical knowledge of engineering systems and practice to wastewater-related infrastructure.

RESTORATIVE: Utilizes innovative methods, resources, technologies or processes to go beyond compliance of generally accepted standards and regulations.
**POSITION PURPOSE**

The Director of Engineering will exercise leadership to protect and advance the health, safety and welfare of the public through the practice of engineering and delivery of sustainable infrastructure.

The Director provides high-level managerial work, guiding the overall functions of the Engineering Department. Key service areas include capital project management, including civil, mechanical and electrical planning, as well as design and construction activities for wastewater collection and treatment infrastructure.

Reporting to the Chief Engineer and Director, this position manages a progressive team of professional engineers and technicians.

**ESSENTIAL DUTIES**

The following duties are needed to achieve key results:

- Understand and be committed to the District’s vision and mission, and work to communicate these broadly.
- Direct and coordinate the administration and management of the Engineering Department.
- Nurture a work environment of inclusion that celebrates diversity.
- Support, motivate and manage department employees by providing leadership, mentoring and coaching, as well as appraising job performance.
- Build and nurture confident, self-motivated and self-disciplined leaders.
- Collaborate with the Health, Safety and Security Leader on creating a safety-oriented work culture and work environment.
- Develop and manage strategic priorities and performance measures for the department.
- Contribute to the development of the District’s capital and facilities plans. Align and execute the plans.
- Develop broad sustainable infrastructure commitments, standards and policies. Incorporate sustainability in all phases of an infrastructure project.
- Maintain a vision that looks over the horizon to see trends and guide the department to adapt. Recommend and champion new approaches, policies and procedures to support critical result areas. Proactively incorporate best practices and new technologies.
- Facilitate and oversee performance improvement studies, initiatives and projects.
- Monitor regulatory performance and recommend actions to ensure compliance.
- Develop and monitor budgets, schedules and staffing levels.
- Complete business cases for treatment plant and collection system capital projects, equipment purchases and employee additions.
- Champion asset management principles in project development, design, implementation and closeout.
- Actively engage with key governance processes such as Commission meetings, agenda setting, executive team meetings and the Employee Leadership Council.
- Nurture open communication, cooperation and collaboration within the department and the District. Actively engage with the Operations & Maintenance workgroup to align infrastructure development and maintenance needs. Effectively manage and facilitate interdisciplinary teams. Facilitate problem resolution for individuals or workgroups.
- Interpret and meet the intent of District policies, administrative guidelines and expectations.
- Effectively engage stakeholders and the community. Build public support for the District through professionalism and engagement. Provide verbal presentations of studies, reports and other information as necessary.
- Actively pursue professional development.

**CRITICAL RESULTS**

Critical results are the most important product of the work that, once achieved, fulfill the purpose and meaning of this position by:

1. Contributing to the development of the District’s capital and facilities plans. Aligns and executes on those plans.
2. Delivering infrastructure that:
   - Protects public health and the environment.
   - Minimizes risks and increases resiliency.
   - Fulfills the principles of sustainability.
   - Achieves intended outcomes, schedule and budget.
   - Can safely and effectively be operated and maintained.
3. Developing infrastructure growth and renewal programs to maximize performance, resiliency and capability over the long term.

**EMERGING OPPORTUNITIES**

- Broadening the definition of “public work” and what the District is delivering to our community.
- Developing an organizational plan/strategic business plan for how the department will organize itself for the future.
- Integrating asset management and reliability centered maintenance into the constructed work.
- Developing programs and processes for force main renewal, power system commissioning, and project management.
- Nurturing teamwork for increased redundancy and quality control.
MINIMUM REQUIREMENTS

• Bachelor’s degree in Civil Engineering or related field.
• Progressively responsible experience managing engineering programs and projects, which includes at least two years leading and/or supervising employees.
• Proven professional engineering experience managing public works capital projects, preferably in the water or wastewater sector.
• Registered professional engineer in the State of Wisconsin, or the ability to obtain within 6 months of appointment.
• Certified as an Envision Sustainability Professional.
• Demonstrated leadership to adequately and competently address issues surrounding sustainability in all phases of an infrastructure project.

PREFERRED QUALIFICATIONS

• Master’s degree in engineering, management or related field.

SALARY AND BENEFITS

The District provides a competitive compensation package that includes:
• The salary range is $114,400 to $154,800 annually, depending on qualifications
• Wisconsin Retirement System (WRS)
• Health insurance: Excellent coverage at a low cost with no deductibles or office co-pays
• Dental insurance

HOW TO APPLY

A completed application will include a resume and a required one- to two-page cover letter addressing the following:

• Describe your experience managing complex public works construction projects. Include the dollar amount, experience in working with contractors, and experience handling problems that arise during the construction.
• Describe your experience in leading or supervising employees. Include the number of employees, their job titles, and number of years of experience in this area.
• Describe your experience in leading the development of sustainable infrastructure.

This cover letter may be used to determine who moves forward in this process. Failure to submit required materials with your application will result in immediate elimination from the recruitment process.

Submit your guided cover letter and resume online at www.madsewer.org/careers.

The Madison Metropolitan Sewerage District is an Equal Opportunity Employer and values diversity at all levels of its workforce.

GREATER MADISON AREA

Home to the state capital and the University of Wisconsin, the Madison area enjoys a strong economy, vibrant neighborhoods, and a variety of sports and entertainment venues. Area lakes, including Lake Mendota and Lake Monona, provide year-round recreational opportunities. Communities in the region offer a high quality of life, charm and fulfilling opportunities to live, work, learn and play.

Madison Metropolitan Sewerage District
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www.madsewer.org