

## **GLWA CEO**

### **OVERVIEW:**

Under the guidance and vision from the Great Lakes Water Authority (GLWA) Board of Directors, the Chief Executive Officer (CEO) is responsible for planning, administering, directing, overseeing, and evaluating the operations of GLWA and its team members. The GLWA Board of Directors appoints the CEO and serves at their pleasure. The CEO shall be available for day-to-day operations, emergency operations and/or other demands associated with GLWA.

### **SUPERVISION RECEIVED AND EXERCISED:**

- Receives guidance and vision from the GLWA Board of Directors.
- Exercises direct supervision of the executive leadership team which currently includes Chief Administrative and Compliance Officer, Chief Financial Officer, Chief Operating Officer--Water and Field Services, Chief Operating Officer--Wastewater Operating Services, Chief Planning Officer, Chief Organizational Development Officer, Chief Public Affairs Officer, Chief Information Officer, Chief Security and Integrity Officer, and General Counsel.
- Responsible for management of a member partner engagement program.

### **ESSENTIAL JOB-RELATED FUNCTIONS:**

- Lead with transparency and integrity.
- Manage the implementation of GLWA's strategic goals, objectives, and policies.
- Oversee the development and administration of GLWA's annual budget and charges.
- Communicate effectively with elected officials, outside consumer groups, other governmental entities, regulatory agencies, utility leadership and labor unions, and the media as needed.
- On-site management of a large and complex utility's operations while balancing diverse and competing regional interests.
- Prepare and submit plans, programs, and budgets including monthly CEO report to the GLWA Board of Directors and Report on Effective Utility Management – Key Performance indicators.
- Ensure the efficient, effective, and regulatory compliant operation and maintenance of GLWA's leased regional facilities, consistent with the terms and conditions of the applicable lease and shared services agreements between GLWA and the City of Detroit.

- Ensure development, implementation, and financing of the GLWA capital improvement programs, representing GLWA before municipal credit rating agencies and the investor community.
- Lead preparation of GLWA's strategic and business plans addressing system operations, redundancy, and vulnerabilities.
- Select GLWA's executive staff and provide general development, supervision, and administration of the GLWA's staff and programs and provide strategic direction for negotiations of collective bargaining agreements with applicable local bargaining units.
- Ensure that GLWA and its operations comply with local, state, and federal water quality and related environmental standards.
- Ensure legal compliance with all indentures, rate covenances, lease requirements and municipal authority laws.
- Direct water and sewer service contracting efforts, including contract negotiations.
- Respond to and resolve difficult and sensitive inquiries and complaints from partnering communities.
- Establish and maintain effective working relationships with the public, partnering communities, including elected officials, as well as other organizations and agencies.
- Review appointments, motivate and evaluate team members, resolve personnel concerns and issues, implement corrective action, and approve separations of team members.
- Represent and participate in relevant professional group meetings, boards, commissions, and committees
- Maintain knowledge of new trends and innovations in the field of wastewater and water.
- Act as GLWA's representative with respect to other organizations, member communities, elected officials, outside agencies, , and the media.
- Represent GLWA in the community and at meetings, and coordinate activities with those of outside agencies and organizations.
- Provide staff support to the GLWA Board of Directors.

**Knowledge/Abilities:**

- Extensive knowledge of operations, services, maintenance, and activities of water and wastewater systems.
- Lead and direct the operations, services, maintenance and activities of the water and wastewater systems.
- Principles of effective public relations and interrelationships with the community, private sector, and other levels of government.
- Respond to customer community issues, concerns, and needs.
- Demonstrated effective engagement with customer/communities and excellent relationship management skills.
- Demonstrated effective management and delivery of large capital program including planning, budgeting, and engineering and construction work for capital improvements.
- Ability to effectively delegate authority and responsibility.
- Communicate effectively, clearly, and concisely, both verbally and in writing.
- Extensive knowledge and experience with the principles, practices and techniques of organizational leadership, administration, management, public relations, interrelationship with community groups and agencies and issues management.
- General knowledge of water and sewer systems' engineering, construction, repair, and operations including applicable laws rules, regulations and ordinances related to water and sewer systems.
- Ability to work collaboratively with the GLWA Board of Directors in establishing and implementing policy goals and objectives to maintain effective working relationships with regulatory agencies, customer communities, municipal officials, outside consultants, contractors, the media, and the general public.
- General knowledge of pertinent federal, state, and local laws, codes and regulations and ability to interpret and apply as needed.
- Knowledge of relevant labor agreements and personnel policies and procedures, and the ability to supervise and motivate a large and varied staff operating on a 24-hour basis in a unionized work environment.
- Evaluate budgets and technical reports for potential opportunities to recognize cost savings.

- Knowledge of government budgeting, accounting, finance, and procurement practices in utility operations and capital product delivery.
- Experience with public financing and bond transactions including rating agency presentations and investor meetings.

**General Requirement:**

- Valid Michigan Motor Vehicle Operators License (or ability to acquire such license within 6 months of commencing employment).

**Minimum Qualifications:**

**Education/Experience**

- Bachelor's degree from an accredited college or university with major work in public administration, business administration, engineering, or related field. Advanced degrees preferred and certificates desirable.
- A minimum of ten years of progressively responsible experience in management/ leadership roles of public entities, water/wastewater utilities, and/or businesses or public entities subject to environmental regulation.
- Proven experiences in organizational restructuring, achieving cost savings and efficiencies, and effecting organizational culture change is strongly preferred.

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting. May sit for long periods of time; intermittently twist to reach objects; perform simple grasping and fine manipulation; use telephone and communicate through written means; and lift or carry weights of 10 pounds or less.
- While performing the duties of this job, employee may be required to stand; walk; use hands/finger(s), handle, feel or operate objects, tools, or controls.
- Hand-eye coordination is necessary to operate computers and office equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hear in the normal audio range with or without correction.

- Some outdoor work is required in the inspections of various facilities and/or site; must be physically able to move on uneven terrain and under adverse field conditions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

- Work is typically performed in a temperature-controlled office environment subject to typical office noise and conditions.
- Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work, and the ability to travel. While performing the duties of this job, the employee occasionally may visit various work locations in outside weather conditions and encounter uneven ground, moving mechanical parts, wet and/or humid conditions, fumes, or airborne particles.