

JOB POSTING

Utilities Department Director

Position Overview:

Cranberry Township, Butler County, is seeking applicants for a full-time Director for the Utilities Department. Cranberry Township is a growing residential and business community and as the Director of Utilities, the incumbent for this position will play an integral role in guaranteeing various utility services are provided to Township residents and businesses in a manner that supports and promotes public health and public safety.

The Utilities Director is primarily focused on the strategic and long-term planning for the Township's public utilities operations and services and overseeing and developing department employees. The position requires extensive expertise and knowledge of water treatment and distribution; wastewater treatment and collection and residential and commercial waste removal services.

This position is responsible for leading a team of both bargaining unit and non-bargaining unit employees and requires an individual who will support and motivate staff and promote the development and growth of others. The successful candidate for this position must have expertise and knowledge in utility management that can be used to develop policies and procedures and determine and implement efficient and innovative ways to accomplish the organization's strategies. The ability to support and motivate others is a critical key to success.

Necessary knowledge, skills and abilities for this position include, but are not limited to:

- Advanced knowledge of
 - Water treatment and distributions and wastewater treatment and collections technology, operations, and facilities/maintenance
 - State and federal environmental regulations related to water quality and wastewater treatment
 - Residential and commercial waste removal services, fees, and contracts
 - Overseeing and managing bargaining unit employees
 - Interpreting, and negotiating bargaining unit contracts
- Skills
 - Strong strategic planning and project management skills
 - Growth mindset skills
 - Critical thinking for issues resolution and process improvement recommendations

External Posting Date: Open Until Filled

- Demonstrated ability to
 - Meet aggressive deadlines for multiple projects in a fast-paced environment
 - Effectively present information and technical advice to top management and/or all relevant constituents/parties/individuals
 - Manage multiple priorities to ensure that deadlines are met and to set priorities that efficiently move projects along to achieve customer and quality objectives
 - Lead and motivate others to achieve goals

Position Requirements:

Required Qualifications

Bachelor's degree in civil or environmental engineering, public administration, or related field; supplemented by ten (10) years of experience in water and wastewater operations, including three (3) years of leadership experience; or an equivalent combination of education, certification, training, and/or experience.

The successful candidate must have a valid, insurable driver's license.

Preferred Qualifications

Master's degree in public administration, or related field and Professional Engineer (PE) license; supplemented by at least two (2) years of experience related to leading and managing an entire division or department, including strategic planning and employee development experience and five (5) years of experience of utility leadership and management in a union setting

Wage and Benefits

Approximate annual salary of \$105,000-\$115,000, but will be determined based on successful candidate's qualifications, plus our fringe benefits package. Fringe benefits include, among other things, health, dental and vision benefits and a generous deferred compensation plan. Specific questions regarding benefits can be sent to Human_Resources@cranberrytownship.org

Position Contact Information:

Individuals interested in learning more about the Township, its amenities, the Utilities Department and this position should review a position brochure and submit an application at <http://www.cranberrytownship.org/employment>. This position is open until filled with a first review of applications occurring the week of July 15, 2024.

EOE/M/F/D/V

New Hiring:

**Utilities
Director**



CRANBERRY
• TOWNSHIP •

All About Cranberry

Located just 20 miles north of Pittsburgh, Pennsylvania, Cranberry Township has become the destination to live, work, and play over the past three decades. The region has grown from a rural agricultural community to an international center of business and highly desirable place to live. Cranberry includes just over 23 square miles and a population of over 32,000 – up from less than 15,000 in 1990.

The largest municipality in Butler County, Cranberry is located at the intersection of the Pennsylvania Turnpike and Interstate 79. That geography was the catalyst for a boom of economic development beginning in the 1990s. Corporations such as PPG, MSA Safety Inc., and the Pittsburgh Penguins have since chosen to call Cranberry home. Today, there are more than 1,000 businesses of every size in the community.

Cranberry owns, maintains and offers programs in three major municipal parks – Community Park, North Boundary Park, and Graham Park – as well as an open-air waterpark, a championship disc golf course, multiple outdoor sport courts and an award-winning 18-hole municipal golf course, Cranberry Highlands.

Educational excellence is something Cranberry takes seriously. The Township is served by the Seneca Valley School District, a rising star in the region's public education system. It includes a network of nine schools, including three in the Township itself, along with several private schools.

The Regional Learning Alliance — a unique campus shared by dozens of institutions of higher education — is located in the Cranberry Woods Business Park. Collectively, these schools offer a variety of business, professional, and liberal arts curricula for both traditional and non-traditional students. Branch campuses of other colleges are also located in Cranberry along with Butler County Community College (BC3). Pittsburgh's great universities including University of Pittsburgh, Carnegie-Mellon, and Duquesne are just a short drive away.



We invite you to learn more about the position, the community and the Township's commitment to providing exceptional utilities to its residents and businesses in the following pages.

Thanks for your interest!



Utilities



The Utilities Director plans, leads, organizes, oversees, and directs the activities and staff of the Utilities Department. The Director manages and oversees a \$25+ million annual operating budget and staff consisting of 28 full-time positions, including 20 union employees. This position is primarily focused on the strategic and long-term planning for the Township's public utilities services, as well as overseeing and developing department employees. This position requires an extensive depth of expertise and knowledge in water, wastewater and solid waste public utilities services management that can be used to develop and improve policies while determining efficient and innovative ways to accomplish the Township's goals.

Responsibilities Include:

- Steers the comprehensive public utilities operations, including water treatment and distributions, wastewater treatment and collection and solid waste collection services
- Oversees daily operations of the department
- Oversees the negotiation and daily implementation of the Bargaining Unit contract and recommends changes for bargaining
- Develops and directs the implementation of the department's annual work and projects plans for public utilities services
- Implements procedures to increase productivity and efficiency of employees and facilities
- Oversees the identification, use and analysis of data on operational and financial performance for use in evaluating, establishing and meeting long-term and strategic goals and objectives
- Leads Township wide change management implementation for the department
- Directs, oversees, and participates in the development and administration of the departmental budget
- Conducts staff management, including hiring, scheduling, and performance reviews
- Provides guidance and support for professional development of staff

Required Qualifications

- Bachelor's degree in civil or environmental engineering, public administration or related field
- 10 years of experience in utility operations
- 3 years of supervisory experience OR equivalent combination of education, certification, training, and/or experience
- Strong strategic planning and project management skills
- Critical thinking skills necessary for issue resolution and process improvements
- Valid, insurable driver's license

Preferred Qualifications

- Master's degree in public administration, or related field
- Professional Engineer (PE) License
- At least 2 years of experience related to leading and managing an entire division or department, including strategic planning and employee development experience
- At least 5 years experience of utility leadership and management in a union setting

Wages and Benefits

- Approximate annual salary of \$105,000-\$115,000 determined based on successful candidate's qualifications
- Fringe benefits package including but not limited to health, dental, and vision benefits and a generous deferred compensation plan

All About the Utilities Department

Cranberry Township's Utilities Department protects public health and the environment by promoting sustainable, environmentally sound, and cost-effective practices in managing the Township's public water system, wastewater system, and solid waste program. These services are divided across three divisions and consists of 28 total positions, including 20 Union employees, 10 of which work at the Township's wastewater treatment plant, and the remaining union members are assigned between water distribution and sewer conveyance.

The Department also consists of management and administrative staff, including 2 managers who assist with overseeing the daily operations of the Township's wastewater treatment plant, water distribution and sewage conveyance while ensuring all relevant state and federal regulations are followed. Additional administrative staff includes a Solid Waste Program Manager who is responsible for the Townships' solid waste programs, two positions to assist with federal and state compliance associated with pre-treatment the sewage treatment plants operations, a Pre-Treatment Coordinator & Laboratory Supervisor, and an Administrative Assistant to provide support to the Director and Department.

Utilities Infrastructure Equipment and Programs

The Township's Utilities Department oversees a variety of infrastructure, equipment and mitigation requirements and programs associated with its operations, including:

- Wastewater Treatment Plant
- Four Sewage Pump Stations
- One Water Pumping Station
- Three Water Storage Tanks
- SCADA System
- Pre-Treatment Programs
- Collection Connection for Solid Waste
- Hazardous Waste and Electronics Recycling





Wastewater

Collection and Treatment

Cranberry Township's wastewater collection system is designed to transport and treat domestic wastewater. This system consists of over 200 miles of gravity sewer mains, 6 miles of force mains, 16 interceptors, 5,900 manholes and 4 pump stations, which transports an average of 3.5 MGD of wastewater.



The wastewater transported by the collection system ultimately reaches the Township's Brush Creek Pollution Control Facility. Following an upgrade in 2019, the plant has the capacity to treat 8 MGD of wastewater and utilizes membrane Bioreactors (MBR) technology as the primary treatment process. The majority of the treated wastewater is returned to Brush Creek, a tributary in the Mississippi River Basin, with a smaller share being redirected to the nearby Cranberry Highlands Golf Course, where it is used for irrigation.

Pump stations and the treatment plant are monitored 24 hours a day by a SCADA system.





Wastewater

Pretreatment Programs

The collection and treatment of domestic sewage and wastewater is vital to public health and clean water. It is among the most important factors responsible for the general level of good public health. Along with the treatment plant, the Township has an EPA Approved Publicly Owned Treatments Works Pretreatment program. This program proactively protects the wastewater through educational outreach, wastewater treatment requirements, and discharge permits. This program includes:

- Pretreatment requirements for industrial users
- Fats, Oils and Grease (F.O.G)
- Inflow and Infiltration
- Dental Dischargers



Inflow and Infiltration is water that enters the sanitary sewer. During times of high rainfall, I & I rates increase and can cause wastewater treatment problems as well as flooding in the sanitary sewer system. The Township actively pursues and addresses I & I to reduce the daily flow to the treatment plant.

Wastewater discharges from industrial and commercial sources may contain pollutants at levels that could affect the quality of receiving waters or interfere with the operations of the treatment plant that receive those discharges. The pretreatment program establishes discharge limits and conditions for industrial and commercial sources with specific limitations based on the type of facility/activity generating the discharge. The treatment plant's NPDES permit requires an industrial pretreatment program, which is managed by the Utilities Department

Fats, Oils, & Grease (FOG) is a leading cause of sewer line blockages and requires a high amount of energy to be processed by the treatment plant, limiting the energy used to treat organic wastes as intended. The Township utilizes Swift Comply to track compliance with its FOG regulations and allow the Township to evaluate the amount of FOG being removed from the collection system.



Water *Distribution*

Cranberry Township's water is supplied by the Ohio River and is purchased from the West View Water Authority in Allegheny County. Before arriving in Cranberry, the water undergoes a series of treatments at the Authority's plants in Neville Island and Baden, PA.

The Township water system supplies approximately 11,000 customers, with 92.9% of the customer base being residential and most accounts water meters being operated under and Advanced Metering Infrastructure System.

The water distribution network includes an estimated 195 miles of publicly owned piping and 1290 public and private hydrants located throughout the Township for fire protection.

The Utilities Department oversees various programs and operational aspects associated with the water distribution network, including:

- Daily monitoring of the pump station and storage tanks
- Leak Detection Program
- Pressure Management
- Valve Turning
- Hydrant Flushing
- Meter Monitoring and Replacement
- Water Taps
- Water Service Line Inspections
- Water Main Break Repairs

The Township owns and operates the public water distribution system. Typical water consumption for our customers is approximately 2.5 MGD, with a peak approaching 3.2 MGD on the hottest summer days. The Township operates one water pumping station, where water quality is measured, and has three potable water storage tanks.

Communication between the pump station and storage tanks and operation of the tanks are monitored and operated via a SCADA system.



Solid Waste



Household Hazardous Waste (HHW) is a household waste that is chemical or physically characterized as hazardous. HHW includes old paint, paint related products, pesticides, pool chemicals, drain cleaners, degreasers, car care products and other common household products. Generally, HHW is classified among one of the following hazardous waste categories: Corrosives, flammables, toxic materials, oxidizers, air quality hazards, wildlife hazards and unknown.

The Utilities Department oversees a HHW Program for the collection and disposal of HHW. The program is operated by a vendor specializing in such collections and there are currently three collection events held annually.

The Township's Solid Waste Program operates at many different facilities throughout the Township, with the contracted solid waste hauler servicing each of these facilities. It also owns and operates a Cardboard Compactor located in the Municipal Building's back parking lot.

Cranberry Township's Collection Connection program provides comprehensive solid waste management services to its residents. The Collection Connection provides contracted curbside collection services for trash, recyclables, and yard waste. The program is operated as a pay as you throw program, which requires all items must be contained in the carts. Bag service, using stickers to identify for pick-up, is provided to customers for items placed outside the cart. In 2023, the Collection Connection provided weekly curbside service to approximately 10,000 residents.



The Township purchases, owns and maintains inventory of carts for residential curbside collection while the contracted hauler is responsible for distributing and maintaining the carts. The Township currently owns an estimated 30,000 carts. The Township's customer service staff, which is not a part of the Utilities Department, assist our residents with day-to-day questions regarding curbside collection issues, missed pick-ups, and complaints.

As part of the overall solid waste program, the Utilities Department is involved with community outreach to educate our residents and businesses about solid waste. These efforts include partnering with local businesses, the school district, special events and written communications provided with monthly bills and in the Township's quarterly magazine.

Utilities Department

By the Numbers

Wastewater Conveyance & Treatment

209.8 - Miles of Sewer Line

5,900 - Number of Sanitary Sewer Manholes

3.452 - Annual Average Flow (Millions Gallons/Day)

6.0 - Average Flow Capacity (Millions Gallons/Day)

20,530,200 - Annual Gallons of Treated Water Use for Irrigation

705.77 - Annual Tons of Dry Tons of Biosolids Hauled Off-Site

Water Distribution

1927.4 - Miles of Water Main

5,084 Number of System Valves

1,293 - Number of Fire Hydrants

11,086 - Number of Service Valves

2,575,315 - Average Daily Water Usage (Gallons)

Solid Waste

10,056 - Residential Solid Waste Accounts

4,608 - Annual Tons of Recycling Collected

8,746 - Annual Tons of Trash Collected

2,662 - Annual Tons of Yard Waste Collected

1,889 - Annual Trash Cart Requests



Cranberry:

By the Numbers



33,096
Residents



\$120,554
Median
Household
Income



\$328,200
Median Home
Value



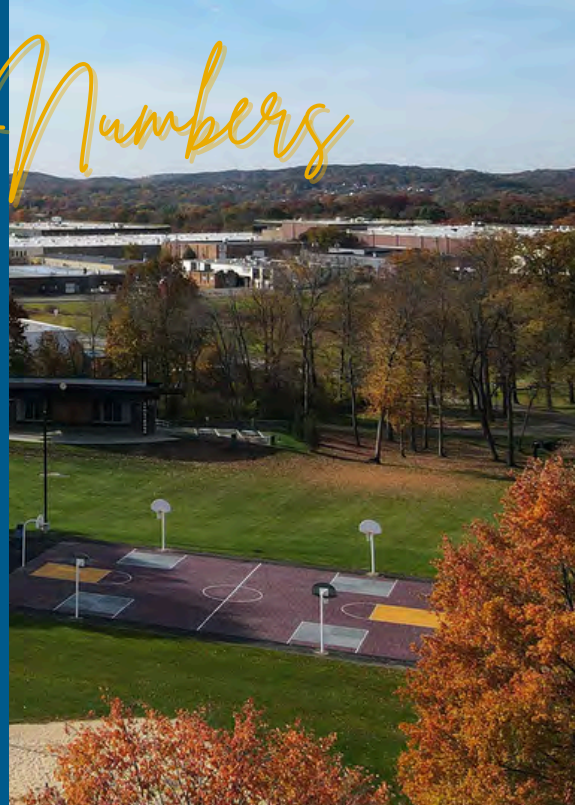
40.3
Average Age



63.7%
Percentage of
persons with a
Bachelor's degree
or higher



22.89
Land Area in
Square Miles



All About The Organization

The Board of Supervisors is the governing body of Cranberry Township. The Board is responsible for setting policy, passing ordinances, adopting the annual budget, and appointing various boards and commissions.

- The Board of Supervisors is the governing body of Cranberry Township and is composed of five elected members serving six-year terms.
- The Board is responsible for setting policy, passing ordinances, adopting the annual budget, and appointing various boards and commissions. The Board holds public meetings which are held on the first and last Thursday of each month.
- The Board selects a Township Manager who administers the day-to-day operations of the Township. This council/board-manager form of government is the most popular structure of government in the United States among municipalities with populations above 2,500.
- The Township Manager oversees the Township's staff of 150 full-time, and approximately 300 part-time/seasonal positions, with departments that include:

Public Works
Planning & Development
Engineering
Human Resources
Fire & Emergency Services

Utilities
Police
Finance
Parks & Recreation
Information Technology
Communications



Ready to *apply*?

Scan the QR code to complete an application



This position is open until filled with a first review of applications occurring the week of July 15, 2024.

Questions? Please contact Cranberry Township's Human Resources Department.



human_resources@cranberrytownship.org

724-776-4806

www.CranberryTownship.org



CRANBERRY
TOWNSHIP



CRANBERRY
TOWNSHIP