

# THE PITTSBURGH WATER AND SEWER AUTHORITY

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## REQUEST FOR PROPOSALS FOR RECRUITING SERVICES PWSA PROJECT NO. PWSA43

- 1. BACKGROUND AND INTENT:** The Pittsburgh Water and Sewer Authority (PWSA) currently serves 83,000 drinking water connections and 113,000 sewage service connections. In addition, the PWSA also provides bulk water sales to municipalities including Reserve Township, Fox Chapel Borough, Sharpsburg Borough, and Aspinwall Borough, along with being interconnected to several other regional water systems. The Authority's drinking water system consists of five reservoirs, two water treatment plants, 11 pump stations, 11 tanks, and approximately 1000 miles of water lines. In addition, the Authority's sewer system is comprised of four booster pumping stations and approximately 1,200 miles of sewer lines.

Through the issuance of this Request for Proposals (RFP), the PWSA is interested in soliciting proposals (Proposals) from firms that are financially and technically qualified to provide recruiting services to fill the PWSA's Director of Water Quality & Production and Director of Field Operations positions. The selected Offeror shall successfully search, recruit, and present qualified candidates to the PWSA.

- 2. PROPOSAL SUBMISSION REQUIREMENTS/EVALUATION CRITERIA:** Each Offeror shall submit the information described herein and Proposals will be evaluated based on the following criteria:
  - A. Letter of Transmittal:** Include the name of the project "Request for Proposals for PWSA Project No. PWSA36 for Recruiting Services," Offeror's name, and date of submittal. The letter shall be signed by a duly authorized representative of the Offeror submitting the Proposal.
  - B. Approach and Methodology**
    1. Describe proposed approach for executing the project. Each step of the proposed services shall be clearly outlined and explained.
    2. Job descriptions for the three positions referenced above are attached. Describe your firm's approach to reviewing and making recommendations for alterations.
    3. Recommend to PWSA an award strategy, keeping in mind PWSA's may elect to award more than one contract in order to increase the number of qualified candidates and expedite employment of successful candidates.
    4. Provide any additional information that may not have been specifically requested but deemed essential to your proposal.
  - C. Offeror's Experience and Project Team Qualifications and Experience**
    1. Provide three references with client contact information including contact names, phone numbers, and e-mail addresses.
    2. List all positions filled and client names for similar positions filled in the past three years.
  - D. Location of Firm-Firms with an office located in Pittsburgh will be given preference.**
  - E. MBE/WBE Participation-Meeting the PWSA's Minority and Woman-owned Business Enterprise goals of 18% and 7% respectively will be given preference.**
  - F. Total Cost-Offerors shall provide a flexible pricing structure that also addresses how fees would be handled if PWSA hires a candidate not presented by their firm.**
- 3. SUBMISSION REQUIREMENTS:** Proposals shall not exceed 10 pages. All proposals shall be submitted via e-mail to: [abarna@pgh2o.com](mailto:abarna@pgh2o.com). Feel free to contact Autumn Barna, Contract Specialist, at 412-255-8891 with any questions. Proposals are due no later Wednesday, June 3, 2015 at 12:00 p.m. EST.



## **JOB ANNOUNCEMENT**

**POSITION:** Director, Water Quality & Production

**POSTED:** May 15, 2015

**DIVISION:** Operations, Treatment Process Section

**APPLICATION DEADLINE:** Until Filled

**EXEMPT**

**POSITION SUMMARY:** Supervises and directs the operation and maintenance of the main water treatment plant, membrane filtration plant, pumping stations, and laboratory testing facilities of the Pittsburgh Water and Sewer Authority; is responsible for ensuring that water quality meets applicable city, county, state, and federal regulations as well as expectations of the consumers.

**DUTIES:** Directs water quality operations, including operations and maintenance of a complex system of reservoirs, settling basins, treatment and filter plants and pumping stations; assigns equipment, personnel and materials as needed. Supervises assigned personnel; evaluates work; recommends and implements approved disciplinary and/or corrective actions as needed; provides training and/or technical assistance to staff as requested or required. Makes engineering changes to plant and equipment as necessary. Plans and recommends major engineering changes and improvements in plant, equipment and facilities that involve outside contractors. Prepares specifications for chemical purchases, repair contracts and new equipment; reviews and approves contracts; monitors contract performance. Prepares, monitors, and administers the annual budget of the Division. Schedules, oversees, and inspects general plant operations, maintenance, and plant shutdowns; directs plant operation in emergency situations. Researches use of new chemicals and treatment processes and procedures to maintain consistent water quality expectations. Responds to complaints from the general public. Prepares special reports on division operations; prepares pertinent legislation for the Division. Plans, develops, directs, coordinates, organizes and controls the materials, equipment and personnel under jurisdiction toward the effective, efficient and economical attainment of program goals, including maximum convenience to the public and safety of employees. Develops strategic goals, administrative policies and procedures, related work rules, and maintains best practices of water production and system operations. Manages area of responsibility in strict accordance with applicable laws, regulations and established policies including union agreements to ensure fair and standardized treatment of employees. Performs activities and functions of related lower-level personnel as assigned or required. Performs such other related tasks and duties that are assigned or required. Receives general direction from the Director of Operations

**KNOWLEDGE/ABILITIES:** Extensive knowledge of water treatment and process design and operations, water treatment and process engineering, laboratory sampling and analysis, process and distribution system hydraulic principles, pneumatics, mechanics, electronics, construction and maintenance related to potable water facilities operations. Extensive knowledge of unit process design and operations, process chemistry, and chemical reactions related to potable water treatment. Extensive knowledge of federal, state and local laws, ordinances, and regulations governing potable water supply. Extensive knowledge of the hazards and safety precautions of related work and cognizance of applicable safety requirements in the workplace as outlined in OSHA's General and Construction Industry standards. Considerable knowledge of distribution system operations and maintenance. Considerable knowledge of relevant labor agreements and personnel policies and procedures. Ability to prepare and understand complex technical documents, specifications, drawings, and reports. Ability to plan, monitor, and evaluate the work of self and others. Ability to communicate effectively, both verbally and written. Ability to establish effective working relationships with other directors, supervisors, subordinate personnel, outside agencies, and the public. Effective leadership abilities related to budgeting, operations, supervising people, technical training, and water utility operations.

**GENERAL REQUIREMENTS:** Successful candidate must become a resident of the City of Pittsburgh at the time of appointment, and remain a resident throughout employment with the PWSA. Verification of City residency required upon date of hire.

Applicants must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License at time of appointment. Applicants without a valid Pennsylvania driver's license must obtain a Pennsylvania driver's license within 30 days of appointment. A valid driver's license must be maintained throughout employment.

Certificates and Licenses: Pennsylvania Class A Water Plant Operator's Certificate is required. Applicant must either possess a Class A certificate at time of application or obtain a Class A certificate within six months after date of hire.

**EDUCATION REQUIREMENT:** In order to be considered eligible for this position, the application must clearly show a Bachelor's degree in engineering, chemistry, environmental science, or related field of study. Advanced college degree and registered professional engineer's registration are preferred, but are not required.

**EXPERIENCE REQUIREMENT:** In order to be considered eligible for this position, the applicant must clearly show at least 15 years experience in the operation and management of a large capacity water treatment plant (50 mgd minimum), with at least 5 years experience in management and/or administration of the same.

**APPLICATIONS:** Send resume to [hr@pgh2o.com](mailto:hr@pgh2o.com) or mail to Human Resources, 1200 Penn Avenue, Pittsburgh, PA 15222

**AN EQUAL OPPORTUNITY EMPLOYER**

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## JOB ANNOUNCEMENT

**POSITION:** Director of Field Operations  
**DIVISION:** Operations  
**SALARY:**

**POSTED:** 03/18/15  
**APPLICATION DEADLINE:** 03/28/15

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### **POSITION SUMMARY:**

Under direct direction of Executive Director, is responsible for directing and coordinating the operations, maintenance and construction of all Authority's facilities; and is responsible for supervision and quality of work performed by Authority personnel, consultants and contractors providing services to the Authority. Informs the Executive Director of problems encountered and takes remedial action and any other related duties that may be required. Supervise the implementation of standards, targets, policies, and plans to ensure the continuing and increasing operational efficiency, effectiveness and overall value to stakeholders. In absence of the Executive Director oversees day to day of the entire Authority's infrastructure.

### **ATTRIBUTES:**

The candidate must have knowledge of the regulated water/wastewater business within the region and the regulations impacting the business as well as applicable regulations, requirements, and trends within water/wastewater business. Possess knowledge of Authority policies and procedures and management theories, including all safety practices and trends. Ability to train and develop personnel in proper operations integrity (quality, environment, reliability, health, safety, security, etc.) is maintained. He/she may be involved in customer service related issues.

### **DUTIES:**

- Collaborate with Engineering Director on capital planning and design of new and existing construction.
- Collaborate with the CFO on preparing all budgets related to Field Operations.
- Establish and maintains relationships with key City officials and other external stake holders.
- Develops and maintains positive relationship with community.
- Attends grievance hearings.
- Works cooperatively with customer service to analyze and ensure following to all customers service issues,
- Develop and Improve of existing KPI goals.
- Oversee day to day operations to ensure that water outages are kept to a minimum
- Responsible for the operations and maintenance of the water distribution system, including main lines, service lines and hydrants repair and replacement
- Responsible for regulatory compliance relative to operations and water quality related to field operations
- Ensures the proper planning, design, scheduling, and construction of operations and maintenance projects
- Reviews and prioritizes operations and maintenance activities

- Meets with customers, developers and contractors; personally investigates complaints, claims, reports of encroachments and vandalism; takes necessary actions to correct situation
- Approves time cards, overtime and vacation requests
- Manage employee development through development goals and IDP
- Confers regularly with the Deputy Director on matters of policy and short and long term planning; works on special projects required
- Prepares and makes recommendations for the budgets of departmental expenditure requirements, including personnel, equipment, and capital planning.
- Ensures the safety of all operations. Conducts safety meetings, inspections and provides documentation related to all safety issues.
- Knowledge of hydraulics as practiced in the waterworks industry
- Attends meetings and may give presentations to the Board of Directors as required by the Deputy Director with officials of state, county, and special districts as directed by the Deputy Director
- Work independently, use time wisely, and complete assignments in a timely manner as well as take both verbal and written directions
- May work overtime as required to make sure all goals are met.

#### **Required Experience & Skills**

- Implements best operating practices to promote continuous improvement, operational efficiencies, innovation and excellent customer service
- Oversees the development of operations and maintenance budgets; analyzes and reports on variances and makes operational adjustments as necessary to ensure compliance with authorized budgetary levels
- Strong management skills (planning, organizing, analysis, problem solving, team working, employee development). Excellent leadership skills, with the ability to deal effectively with and maintain productive relationships with employees at all levels, senior management and various external stakeholders. Ability to lead, motivate and empower employees.
- Works under minimal direct/supervision
- Skilled in a variety of technology and media platforms with proficiency in Microsoft Office products

#### **KNOWLEDGE/ABILITIES:**

- Leadership responsibility and accountability in overseeing the daily operations and maintenance of the Authority. This includes providing operational input to annual business plans, preparing and controlling the Authority budget.
- Accountable and responsible for ensuring that operational integrity is maintained, including regulatory compliance with the appropriate environmental, health, and safety regulations
- Proven ability to demonstrate excellent oral and written communication skills and strong interpersonal skills
- Under minimal supervision, perform complex professional and administrative work in coordinating and supervising the water operations of the Authority
- Proven ability to make decisions based on sound business judgements, and to set challenging yet realistic targets for the department
- Proven ability to establish and maintain effective working relationships with supervisors, associates, outside agencies and the general public

#### **SPECIAL CERTIFICATIONS:**

- Pennsylvania Water Distribution Certification
- Pennsylvania Wastewater Collection Certification
- Valid Pennsylvania Driver's License
- Certified Plumber preferred not required
- Certified PACP, MACP,LACP
- Professional Engineer Certification

**EXPERIENCE REQUIREMENTS:**

- Ten (10) years of demonstrated experience as described above with a minimum of eight (8) years of supervisory experience, may be considered in lieu of college degree

**PHYSICAL REQUIREMENTS:**

- Manual labor requiring continuous bending, kneeling, lifting and use of manual and power tools
- Travel as needed by vehicle for Authority related duties and activities
- Work both indoors and outdoors, during all types of weather

**APPLICATIONS:** Send resume to [HR@pgh2o.com](mailto:HR@pgh2o.com) or mail to Penn Liberty Plaza I,1200 Penn Ave, Pittsburgh, PA 15222, Attention: Human Resources

**An Equal Opportunity Employer**