



**Doylestown Township Municipal Authority**

## **Executive Director Advertisement**

### **About Us:**

The Doylestown Township Municipal Authority (DTMA) is a public water supplier serving 3,000 customers with an average daily production of 1.2 million gallons per day located in Doylestown Township and parts of Plumstead Township, Buckingham Township, and New Britain Borough in Bucks County, Pennsylvania. DTMA owns and maintains 11 public water wells, five storage tanks, 70 miles of water main, 5 booster stations, and multiple interconnections with other public water suppliers. DTMA is a growing water authority with many exciting projects in the pipeline.

### **About our opportunity:**

DTMA invites you to apply for our Executive Director position. This position serves as the strategic leader to administer DTMA's mission of providing safe water at an affordable rate and provides overall direction for the operation of the water system while reporting to a five person DTMA Board of Directors.

This role requires a blend of technical and managerial expertise. The Executive Director, on a daily basis, interacts with the operations, administration, finance, and billing staff to ensure exceptional water service to our customers. In addition, the Executive Director collaborates with consultants to achieve project objectives.

### **Specific duties may include but are not limited to include the following:**

- Prepare and administer an annual capital and operating budget of approximately \$5,000,000.
- Develop the Board of Directors public meeting agendas and attend all Authority and, if necessary, Township Board of Supervisor meetings.
- Supervise all aspects of water operations and maintenance.
- In conjunction with the Water Superintendent prepare PA DEP regulatory reports.
- Collaborate with the Finance Director to analyze water rates, invest Authority reserves, and prepare for annual audits.
- Interface with federal, state, and local regulatory agencies regarding all aspects of system operation.
- Implement various water treatment upgrades including PFAS treatment.
- Work with neighboring water utilities to establish permanent and emergency interconnections.

- Develop and execute municipal bulk water agreements.
- Apply for grant opportunities for new capital projects.
- Responsible for the management of all developer water main extensions and services.
- Execute the DTMA water master plan.
- Develop and execute the operations and maintenance plan of all assets.
- Attend local PMAA and PA AWWA conferences.
- Meet with state and federal elected representatives to advocate for DTMA.

The ideal candidate will possess the following qualifications:

**Education**

A bachelor’s degree in engineering, business administration, or another relevant field is preferred but not required.

**Experience**

10 years of increasingly responsible management level experience in water resources, water utility engineering, or business administration.

**Certifications**

Registration as a Professional Civil or Environmental Engineer in Pennsylvania is preferred.

Certified PA Water Works Operator License is preferred.

**Salary**

Commensurate with experience.

**Start Date:**

Fall 2024 with the opportunity to collaborate with the existing Executive Director.

**EOE**

**How to Apply:** Letters of interest and resume should be submitted at Doylestown Township, 425 Wells Road, Doylestown, PA 18901, or to Margaret Trageser at [mmtrag@doylestownpa.org](mailto:mmtrag@doylestownpa.org).

Resumes will be accepted until position is filled.