



DESCRIPTION: The Technical Advisor position reports to the Board of Water Commissioners (BOWC) and shall provide technical advice to the BOWC with respect to the operations and management of the Detroit Water and Sewerage Department (DWSD).

EXAMPLES OF DUTIES:

1. Research, analyze, and develop technical strategies on behalf of the Board.

- Provide DWSD procurement process template
- Review and evaluate procurement process used by DWSD; Provide procurement process recommendations (improve timeline for delivery of services and goods)
- Complete a responsible vendor investigation report
- Prepare a water master plan/hydraulic model recommendation with project updates
- Review MDEQ permit modifications
- Review MDEQ incinerator improvements and air quality permit requirements
- Review wastewater treatment plant dewatering facility/belt filter press
- Review treatment shaft technology
- Provide Geographic Information Systems (GIS) recommendations; Review asset management software
- Provide document control and record keeping recommendations
- Provide closeout of projects review recommendations
- Provide infiltration and inflow report reviews and recommendations
- Review DWSD media strategy
- Provide energy management project recommendations
- Provide ethics policy and outside employment review recommendations
- Recommend vehicle and travel policy

- 2. Advise the BOWC with respect to capital and operating and project requirements, expenditures, efficiencies, and priorities.**
 - Attend all meetings related to capital and operating projects (ORCAP monthly DWSD meetings; ORCAP committee water and wastewater operations meetings; systems controls meetings).
 - Provide growth and expansion policy recommendation and capital cost assessment policy
 - Provide master specifications updates
 - Provide warehouse facilities reviews
 - Provide program management over booster stations and reservoir inspection and rehabilitation upgrades
- 3. Advise the Board on recommendation from management with respect to the capital and operating budgets.**
 - Provide capital improvement plan
 - Coordinate with the BOWC finance committee (review finance and procurement matters and provide recommendations)
 - Provide ORCAP committee project monthly status and budget reviews
- 4. Analyze and review all levels of operation of the Water and Sewerage Department.**
 - Attend HR committee monthly DWSD staff meetings
 - Review DWSD salary survey
 - Review DWSD organizational chart
 - Attend rate settlement agreements BOWC workshops
 - Review DWSD apprentice program; review employee manual and training programs
 - Provide EMA due diligence report and conduct reference checks
 - Make EMA contract reviews and recommendations
 - Provide ORCAP committee project monthly status and budget reviews
- 5. Prepare monthly BOWC Technical Advisor reports.**
- 6. Other related duties as assigned by the BOWC.**
 - Attend City Council Meetings
 - Attend MDEQ Public Hearings
 - Attend Water Master Steering Committee Meetings
 - Attend Water Master Plan Retail Customer Steering Committee meetings
 - Monitor RFP review and recommendations; Analyze Strength of Flow Data
 - Legistar Monthly Board Items and Letters as requested by BOWC members
 - Provide financial advisor assistance with interviews and background checks
 - Research and draft memos, letters, and recommendations as requested by BOWC members

MINIMUM QUALIFICATIONS:

Bachelor's degree in Engineering, or other related field of study and Master's Degree in engineering or other related field of study. Must be able to perform the essential functions of the position.

EXPERIENCE:

Technical Advisor – must have a minimum of seven (7) years of work related experience.

SUPPLEMENTAL INFORMATION REQUIRED:

Please attach resume and cover letter. Incomplete applications will not be considered.

BACKGROUND AND OTHER CHECKS:

Applicants may be subject to background, and criminal checks.

IDENTIFICATION:

Valid government issued identification will be required at the time of hire.

COMPENSATION:

TBD

QUESTIONS:

1. Should this position still remain a full time position after the formation of GLWA?
2. What is the compensation schedule?
3. How many hours are expected to be performed a week?
4. What level of education should be required? Years of experience?
5. What additional technical skills are needed (if any)?
6. Are any tasks listed above no longer required after the formation of GLWA?