

Career Opportunity

with the Pittsburgh Water & Sewer Authority



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The City

Pittsburgh, PA

About Pittsburgh

Not only are its sports teams a mighty force to be reckoned with, but the city has overcome adversity in a big way. Pittsburgh's affordable standard of living, top-notch health care facilities, and cultural attractions combine to make it America's "Most Livable City."

Once a center for heavy industry, today Pittsburgh's skyline has been transformed. Riverfronts are thoughtfully developed, utilized for recreation now more than ever. Businesses look to the environment as an asset, not a challenge. And, best of all, "green" has replaced "smoky" for good.

Pittsburgh is a vibrant, mid-sized city that has the feel of a small town. Its approachability can be seen on the faces of its energetic, hard-working and proud people.

A City in Transformation

Bike, walk or rollerblade miles of riverfront trails and soak in fantastic urban views. Wrapped in rivers, intertwined with trails and packed with parks, it is a green and outdoor city in close contact with its surrounding countryside. Phipps Conservatory and Botanical Gardens opened its Center for Sustainable Landscapes, one of the world's first certified living buildings, a model of sustainability for architects, scientists, planners and anyone interested in living greener.

In the eyes of many of its visitors, Pittsburgh offers a surprising and unexpected experience, with natural beauty, unique terrain and diverse offerings at every turn. Pittsburgh's history and blue collar image makes the city and its inhabitants approachable and unpretentious.



The Organization

Pittsburgh Water & Sewer Authority

The Pittsburgh Water & Sewer Authority (PWSA) is a municipal water and sewer authority serving more than 300,000 people throughout Pittsburgh and surrounding areas in Allegheny County.

PWSA manages and operates the treatment and distribution of drinking water, the conveyance of sewage, and the management of stormwater systems serving residents and businesses of Pittsburgh.

PWSA is also the only municipal authority that is also regulated by the Pennsylvania Public Utility Commission. It is the largest combined water and sewer authority in Pennsylvania, producing an average of 70 million gallons of water daily.

PWSA currently serves 83,000 drinking water connections and 113,000 sewage service connections.



PWSA's drinking water system consists of five reservoirs, two water treatment plants, 11 pump stations, 11 tanks, and approximately 1,000 miles of water lines.

In addition, PWSA's sewer system is comprised of four booster pumping stations and approximately 1,200 miles of sewer lines.

PWSA has about 350 employees across six locations with the main headquarters located at 1200 Penn Avenue, Pittsburgh, PA, 15222.



The Position

Chief Corporate Counsel

Summary

The Chief Corporate Counsel will provide strategic guidance, consultation, and support to Pittsburgh Water and Sewer Authority (PWSA) senior leadership on a comprehensive range of legal and other associated issues involved in carrying out the mission of the Authority. This position will oversee and manage all legal services to ensure maximum protection of the Authority's legal rights, and to maintain its operations within the limits prescribed by local, state, federal, and applicable law.

Responsibilities

- Develop and lead the Authority's legal strategy to promote and protect legal matters within the organization, including strategies in preparation for litigation, arbitration, mediation, labor negotiations, financing transactions and administrative proceedings.
- Provides legal counsel and guidance to PWSA's CEO and senior leaders on all legal matters relevant to a regulated utility.
- Represents PWSA in judicial and administrative proceedings, and in negotiations with other state agencies. Serve as an arbitrator or mediator as necessary.
- Reviews, researches, interprets, and prepares both written and oral opinions, legal memorandum, and correspondence on a wide variety of legal issues.
- Drafts, reviews, and approves policies and procedures, regulations, and other legal documents.
- Serve as central point of contact for internal staff, outside counsel and any parties related to compliance or legal issues.
- Respond to all legal notices including bankruptcies, subpoenas, and other client matters.
- Manage any dispute resolution and/or litigation that might arise in the conduct of PWSA's business/relationships with external parties.
- Build and develop in-house legal department; consult with outside counsel as needed on difficult and/or sensitive issues.
- Manage the Authority's ethics program in compliance with rules and regulations.
- Prepare and/or reviews documents for construction projects and for the purchase, lease, or sale of goods, services, and professional services including specification, bid documents, request for proposals, and requests for qualifications, bonds, and contractual documents.
- Maintain and develop knowledge about laws, regulations, and court decisions affecting the Authority.
- Other duties as assigned.

The Position

Chief Corporate Counsel

Knowledge, Skills & Abilities

- Ability to provide competent legal advice and counsel to senior leaders, and represent PWSA in legal proceedings, on a wide range of legal and policy issues.
- Knowledge of applicable laws and regulations which impact all facets of Authority policy and operations including Clean Water Act and Safe Drinking Water Act
- Knowledge of Pennsylvania Utility Commission laws.
- Ability to analyze and interpret issues and to prepare legal opinions.
- Ability to communicate complex legal issues and risks in terms that non-legal colleagues can understand.
- Demonstrated ability to successfully manage a legal department and staff; and the ability to manage legal services provided by outside counsel.
- Manage and prioritize a heavy workload while meeting deadlines.
- Critical thinker and problem solver.
- Possess sound judgement, logical reasoning, integrity, and good ethics.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with one's supervisor, colleagues, outside agencies, government officials, community representatives, and the public.
- Proficient in Microsoft Office Suite, the ability to operate a personal computer and other office equipment as required.
- Maintain confidentiality.

Education / Experience Requirements

The following requirements list the *minimum* education/training/experience required to qualify for this job. An equivalent combination of education and/or experience may be accepted.

- Clearly show a Juris Doctorate Degree.
- Must have passed the Pennsylvania Bar Examination.
- Current license to practice law in the Commonwealth of Pennsylvania.
- 10+ years of relevant experience within a law firm or corporate legal department. Government and regulated utility experience preferred.

General Requirements

Applicant must have permanent residency within one of the following Pennsylvania counties at the time of appointment and remain a resident within one of the noted counties throughout employment with the PWSA:

- Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Lawrence, Indiana, Washington, Westmoreland

Applicant must present a current, valid Class C (Class 1) PA Motor Vehicle Operator's License at the time of application or prior to appointment. A valid driver's license must be maintained throughout employment.

The Position

Chief Corporate Counsel

Supervision Exercised / Received

Will directly supervise one Risk Coordinator and two Corporate Counsel employees and will receive supervision directly from the Chief Executive Officer.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands consist of walking, climbing stairs, finger movements including fine dexterity and coordination, hearing conversation, seeing near and far, and speaking clearly. Frequently bending, stooping, repetitive leg and arm movements, lifting up to 25 lbs.

Conditions

While performing the duties of this job, the employee is regularly exposed to a moderate or quiet noise level in the office work environment. Subject to remain on duty beyond normal hours and/or recalled during emergency situations or other extensive periods.

Medical Examination

Employment may be contingent upon the results of a post-offer (initial employment or promotion) physical examination performed by the Authority's examining physician.

Drug Testing

Employment may be contingent upon the results of a post-offer (initial employment or promotion) drug screening. Continued employment may be subject to randomized drug and alcohol testing conducted without advance notice and for reasonable suspicion.

Pre-employment Background Investigation

Ability to successfully pass a thorough investigation consisting of a criminal history check, verification of prior employment and performance, reference, and credentials checks, and in some cases credit history.

Apply Today



How to Apply

You can apply by visiting our pgh2o.com/careers page. If you have any questions regarding your application, please reach out to our Talent Acquisition Specialist:

Sarah Collins
Talent Acquisition Specialist
Office: 412.255.8800
Ext: 6876
scollins@pgh2o.com

Compensation & Benefits

Some of the benefits our employees enjoy include:

Health care, complimentary dental care, complimentary eye care, life insurance packages, paid vacation and personal time which increases over time, maternity and paternity leave, 401-A packages with matching contributions, and tuition reimbursement programs.

Salary \$175,000 - \$195,000

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