



# CITY OF HOUSTON

Houston Public Works Department

## Interoffice Memorandum

**To:** Sylvester Turner, Mayor *ps*

**Thru:** Jane E. Cheeks, HR Director

**From:** Carol Ellinger Haddock, P.E.  
Director, Houston Public Works *DocuSigned by: Carol Ellinger Haddock A93C410572B3453...*

**Date:** December 13, 2022 *UF*

**Subject:** Request to promote Raymond Ramdeo Assistant Director (Exe Lev), Wastewater Operations

The purpose of this memorandum is to seek authorization to promote Raymond Ramdeo Assistant Director (Exe Lev), Wastewater Operations – Plant Operations Maintenance. Under the direction of the Senior Assistant Director, the Assistant Director will be responsible for these duties:

Lead and manage the employees and activities within the Wastewater Operations Branch of Houston Water. More specifically, the Assistant Director will oversee and manage the Plant Operations & Maintenance, for 39 wastewater treatment plants, 380 lift stations as well as manage a process control engineering team and electrical and controls group to ensure compliance with all federal and state regulatory requirements, including the EPA/DOJ Consent Decree (CD). This position will be responsible for the overall operations of the Wastewater Sanitary Sewer System and rehabilitation, maintenance management; develops, analyzes, and monitors key performance indicators to meet service a financial objective; balances resources, improve overall effectiveness and improve organization efficiencies; develops budgets; and ensures effective operations and regulatory compliance.

The Assistant Director will administer the Wastewater Operations Branch's operational policies and procedures. This includes revising as needed and conducting training to ensure adoption and interpretation; establishes operational objectives aligned with City of Houston, TCEQ and EPA required reporting; evaluates, promotes, and aligns the branch's operational practices with strategic vision, mission, and goals. The Assistant Director will manage all technical and operational functions to ensure compliance with all federal and state regulatory requirements and permits.

Additionally, the Assistant Director will respond to the requests from the public, administration, City Council, and executive management; directs the development, implementation, and evaluation of program initiatives across multi-functional lines and implements various programs to improve operational and financial efficiency.

This is a TIER 1 responsibility position with respect to disaster preparedness, response, and recovery. Most specifically, this means you are responsible for working and being available to work during a natural disaster or catastrophic event.

Mr. Ramdeo brings over 30 years of experience to the position. He holds an Associate Degree in Applied Science from Spokane Falls Community College. I am recommending an annual salary of \$145,470. The documents necessary to accomplish this action are attached. I appreciate your consideration of this request. If you have any questions or require additional information, please call (832) 395-2500.

DocuSigned by:  
  
 MARVALLETTE HUNTER  
 Mayor Sylvester Turner

Position: 30017423  
 Cost Center: 2000040001  
 Fund: 8300  
 Work/Pay Location: 45G2