

DIRECTOR OF ENGINEERING

Eastern Municipal Water District

(Perris, CA)





THE DISTRICT

Located in western Riverside County, California, the Eastern Municipal Water District (EMWD) provides safe and reliable water, wastewater, and recycled water management services to a population of nearly 785,000 people in a 542 square mile service area. The District's main office is located in Perris, California with key operational facilities located along the 215 highway corridor from Moreno Valley to Temecula. Operations extend eastward to Hemet and San Jacinto.

The District was organized as a Municipal Water District in 1950 for the primary purpose of importing Colorado River water to its service area, thereby augmenting local water supplies. The District began providing wastewater treatment services to customers within its service area in 1962 and, as a result, has become actively involved in the production of recycled water. EMWD is governed by a five member Board of Directors and conducts its business with the support of a highly trained workforce of approximately 620 employees. The District's FY 2016-17 Operating Budget and Capital Improvement Plan total \$171,205,900 and \$88,216,900, respectively. The District's services include:

Water Supply: The District's water supply portfolio consists of the following: State Water Project, Colorado River Aqueduct, recycled, wells, brackish groundwater desalination facilities, water filtration treatment plants, and raw water supply. Eastern Municipal Water District sells approximately 86,700 acre-feet of fresh water annually.

Water Storage: The District maintains 82 tanks that hold more than 194 million gallons of water. These tanks serve 70 different pressure zones.

Sewer: Field crews maintain 1,869 miles of existing pipelines and 48 active lift stations. Four treatment plants typically reclaim 45 million gallons per day from an estimated 224,000 connections, including those served by local utility agencies and municipalities.

Water Recycling: With four regional water reclamation facilities, the District delivers only the highest level of tertiary quality recycled water to its customers and is one of the largest recycled water providers in California. During 2016, the District sold 34,989 acre-feet of recycled water.

For more information, visit www.emwd.org.

THE POSITION

Reporting to the Assistant General Manager, the Director of Engineering plans, organizes, directs and implements comprehensive strategies in support of District's Capital Improvement Program implementation including engineering design of large potable water, wastewater and recycled water treatment, storage and conveyance systems. In addition, this individual plans, organizes and directs the activities and staff of the District's engineering department and oversees, reviews and coordinates the work of consultants engaged in the engineering design of the District's treatment, storage, distribution and collection systems and facilities.

The Director of Engineering will be expected to analyze and make sound recommendations on complex management and administrative issues; plan and direct the engineering design functions required by a large, complex water utility; understand, interpret, explain and apply District policy and procedures. This person must also be able to present proposals and recommendations clearly and logically in public meetings; represent the District effectively in negotiations; develop and implement appropriate procedures and controls; and prepare clear, concise and comprehensive correspondence, reports, studies and other written materials. Finally, this individual must exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of District management, other governmental officials, consultants, vendors, employees and the public; and exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

DIRECTOR OF ENGINEERING

Eastern Municipal Water District

The Director of Engineering will lead a team of approximately 20 professionals. His/her direct reports will include four senior engineers and an administrative assistant. To ensure successful outcomes, this person will collaborate in a positive, professional manner with other individuals throughout the District.

Representative duties include:

- Plans, organizes, controls, integrates and evaluates the work of the Engineering department. With staff, develops, implements and monitors long-term strategic plans, goals and objectives focused on achieving the department's mission and assigned priorities. Participates in the development of and monitors performance against the department's annual budget. Manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
- Plans and evaluates staff performance. Establishes performance requirements and personal development targets. Regularly monitors performance and provides coaching for performance improvement and development. Provides compensation and other rewards to recognize performance. Takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plans objectives and values.
- Develops, implements and administers comprehensive programs, policies, guidelines and procedures related to the engineering design and construction of the District's systems and facilities.
- Directs the preparation of a variety of design projects, studies and reports relating to current and long-range District capital improvement program and facilities expansion needs and develops specific proposals to meet them. Plans and directs project management activities for a variety of distribution/collection system expansion, improvement and maintenance projects, including the preparation of plans, specifications, designs, estimates and schedules; coordinates project monitoring programs.
- Provides technical assistance to staff; reviews, evaluates and approves plans for water and wastewater facility projects prepared by District staff and consulting engineers. Recommends and coordinates design changes, where appropriate.
- Oversees and coordinates the selection of consulting engineers. Negotiates the scope of services and fees with consultants and suppliers for incorporation into contracts and agreements. Oversees, coordinates and inspects the work of consultants engaged in the engineering design of water and sewer collection and distribution systems and facilities.
- Leads and participates on District technical committees pertaining to the design and construction of facilities, including electrical, mechanical, structural, civil, architectural and instrumentation elements.
- Works with developers, contractors, engineers, architects and others regarding unusual design and construction challenges.
- Ensures the maintenance of detailed records of department activities, plans and results.
- Monitors developments in areas of responsibility. Analyzes proposed state and federal law, regulations and court decisions for their impact on District practices and operations. Recommends and implements policy and procedure changes consistent with requirements. Directs or conducts research and analysis of the District's needs in assigned areas of responsibility. Recommends appropriate actions and implements programs.
- Participates in the District's short- and long-range planning process associated with the District's Capital Plan and refurbishment and replacement plan.
- Represents the District with other agencies, organizations and individuals.

THE IDEAL CANDIDATE

The ideal candidate will have a broad based knowledge of the theory, principles, practices and techniques of engineering as they apply to a large, complex water, wastewater and recycled water systems. In addition, he/she will be well versed in the principles, practices, materials, equipment and techniques involved in the design, construction, maintenance and operation of a large water utility. This individual will also be familiar with the federal, state and local laws, regulations and court decisions that may affect the Engineering Department's work.

Hands-on experience with the principles and practices of budgeting, purchasing, and maintenance of public records is highly desirable. Demonstrated ability to conduct research and analysis, provide clear and accurate communication, and effectively manage and supervise staff will be required. Although experience working for a public agency is not required, the incumbent should understand the organization and functions of a public board.

The successful candidate will have strong communication skills as well as a positive, team-oriented approach to work. He/she will be an inspiring leader, an accomplished presenter and an excellent negotiator who is committed to meeting schedules, adhering to budgets and ensuring that comprehensive QA/QC practices are consistently performed. In summary, this person will be knowledgeable, flexible, energetic, collaborative, proactive and responsive.

Education & Experience:

Graduation from an accredited college or university with a bachelor's degree in civil or mechanical engineering and at least eight years of progressively responsible post registration experience in the design and/or construction of large, complex water and wastewater systems, at least three of which were in a management capacity is required.

Licenses, Certificates & Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy is required.

A certificate of registration as a Professional Civil or Mechanical Engineer issued by the State of California is required.

COMPENSATION & BENEFITS

The annual salary range for this position is \$134,638 to \$167,315. Placement within this range will be dependent on qualifications. In recognition of the value its employees deliver to the organization, EMWD offers a generous compensation and benefits package which includes:

Health Insurance: Family medical and dental allowance of up to \$22,561 per year.

Vision Plan: Full coverage for employee; option to add dependents at employee's cost.

Paid Time Off (PTO): 176 hours per year.

Holidays: 12 paid holidays per year.

Retirement: Classic Members: CalPERS; 2% at 55 benefit formula. The District currently pays 2% of the employee contribution and employees pay the additional 5%. New Members: CalPERS; 2% at 62 benefit formula. The employee contribution is 5.75%. The District does not participate in Social Security.

Deferred Compensation: Two programs are offered to employees:

401(a) - District provides annual contribution of \$1,180.

457 Plan - Voluntary program for employees; District provides match equal to 2.0% of employee's annual salary.

Retiree Medical Coverage: Is provided through CalPERS with the District providing the PEMHCA minimum premium.

Life Insurance: Equal to annual salary up to a maximum of \$250,000. Employees may purchase up to an additional \$500,000 in life insurance with the District paying 50% of the premium.

Employee Assistance Program: Assistance is available to employees and their families.

Pay for Performance: Program offered for high-performing employees.

HOW TO APPLY

Please apply on-line at www.alliancerc.com by **March 3, 2017**. For questions and inquiries, please contact:

Cindy Krebs

Telephone: (562) 901-0769 Email: ckrebs@alliancerc.com

or **Sherrill Uyeda**

Telephone: (562) 901-0769 Email: suyeda@alliancerc.com

ALLIANCE RESOURCE CONSULTING LLC

400 Oceangate, Suite 480

Long Beach, CA 90802



<http://twitter.com/Alliancerc>



Alliance Resource Consulting LLC

An Equal Opportunity/ADA Employer