

ASSISTANT GENERAL MANAGER WASTEWATER ENTERPRISE

San Francisco Public Utilities Commission





THE COMMUNITY

San Francisco is the fourth largest city in California with more than 865,000 residents and a daytime population that swells to more than 1.2 million. It is also one of the most culturally diverse and internationally recognized of all American cities; the community is a blend of residents, businesses, and tourists from many ethnic cultures and backgrounds. San Francisco is one of the most ethnically diverse major cities in the United States, with residents of Asian (33%), Hispanic (15.1%), African American (5.8%), Native American (.2%), Pacific Islander (.4%), Caucasian (41.9%), and other (3.5%) descent. The City is also home to the third largest concentration of members of the LGBTQ community among the 50 largest U.S. cities.

Built on a 49 square-mile peninsula, its unique terrain is bordered on three sides by the Pacific Ocean and the San Francisco Bay. Regionally, San Francisco is often referred to as the economic and cultural hub of the Bay Area because of its vibrant make-up. The Police Department is known as an agent of the community that embraces and addresses issues in a transparent and open manner. Additional information can be found at www.sfgov.org.

SAN FRANCISCO PUBLIC UTILITIES COMMISSION

The San Francisco Public Utilities Commission provides retail drinking water & wastewater services to the City of San Francisco, wholesale water to three Bay Area counties, green hydroelectric & solar power to Hetch Hetchy electricity customers, and power to the residents & businesses of San Francisco through the CleanPowerSF program.

It is comprised of three essential 24/7 service utilities: Water, Wastewater and Power. These functions are supported by the Business Services, Infrastructure and External Affairs bureaus. It has about 2,300 employees working in seven counties with a combined annual operating budget of over \$1 billion.

The PUC's mission is to provide its customers with high quality, efficient and reliable water, power, and sewer services in a manner that is inclusive of environmental and community interests, and that sustains the resources entrusted to its care.

Wastewater Enterprise -

The Mission of the Wastewater Enterprise (WWE) is to operate and maintain the City's water pollution control plants, pumping stations and collection system in full compliance with the Discharge Permits to protect public health and the environment. The WWE maintains the 900 mile long combined sewer system and 17 pump stations that collect sewage and storm water, moving the wastewater to the three treatment plants for treatment and discharge to the San Francisco Bay and Pacific Ocean.

Wastewater Enterprise is committed to the principles of quality service and environmental stewardship, as outlined in the WWE mission statement:

- Ensure reliability and optimize the life-cycle of physical assets
- Comply with all applicable laws, regulations, permits and policies relating to wastewater and stormwater
- Protect, recover, conserve and reuse resources
- Advance business practices through optimization, coordination, communication and accountability
- Forecast, communicate and manage funding for Enterprise operational and capital needs
- Recruit develop and retain a motivated, diverse and highly qualified and supported workforce to ensure effective services
- Ensure the safety and security of personnel and facilities, and maintain emergency response capabilities
- Promote strong customer service and ethic
- Foster constructive relationships with neighborhoods contribute to the community and promote local employment, training and business opportunities.

San Francisco is the only major coastal city in California that operates a city-wide combined sewer system that collects and treats both sewage and stormwater. The Water Pollution Program works

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to keep pollutants from entering the City's sewer system and ultimately the San Francisco Bay and Pacific Ocean. Some of the award-winning programs are "Only Rain Down the Drain" a curbside public education placard, Dental Mercury Reduction that reduces dental amalgam waste and implementation of Pollution Prevention Guidelines for homes and businesses in the City. The facilities and many programs have received both state and national recognition from agencies like the U.S. Environmental Protection Agency, National Association of Clean Water Agencies and California Water Environment Association.

THE POSITION

The Assistant General Manager, Wastewater Enterprise (AGM, WWE) reports to the General Manager and has the ultimate responsibility for Wastewater operations and capital improvement programs. The AGM, WWE serves as the Executive Officer of Wastewater Enterprise, coordinating the work of a team of highly skilled workforce that comprise the Wastewater Enterprise divisions of Collection Systems, Engineering, Operations, Maintenance, Administration, and Strategic Programs. The WWE has a workforce of approximately 450 employees with a total operating budget of \$280 million.

This position has direct responsibility over the Sewer System Improvement Program (SSIP), a multi-million dollar citywide investment required to upgrade the City's aging sewer infrastructure. The SSIP is a collection of capital investments that will help the WWE meet its goals and levels of service. The Wastewater Enterprise's capital planning budget over the next 10 years is \$5.5 billion.

THE IDEAL CANDIDATE

San Francisco's Public Utilities Commission seeks a confident, results-oriented leader and manager who is passionate about the environment and public service. The ideal candidate will stay current with best practices and trends in wastewater management and lead the program to maximum efficiency so that the City and department goals continue to be met. They will also enjoy working in a fast-paced, supportive environment where collegiality, professionalism, teamwork, and an appreciation for fun are valued.

The Leadership Competency Model illustrates what it means to be successful for any leader at the SFPUC, supporting our commitment to organizational excellence. The ideal candidate will have a demonstrated track record and ability to exercise the following competencies which are the most critical to the AGM, WWE role:

- **Relationship Management** – Leverages outstanding communication skills to build open, honest, and respectful relationships, developing networks and lasting partnerships across boundaries to maintain strategic relationships and achieve common goals. Engages and works collaboratively with the active unions, diverse neighborhoods, other departments and the PUC's Executive Team
- **Strategic Planning** – Formulates objectives and priorities, implements plans, and allocates resources to achieve the long-term goals of the organization. Implements the capital plan, tracking progress and staying on top of the multi-year implementation
- **Business Acumen** - Leverages business concepts, terms, and tools to achieve desired outcomes and develop sound budgets and plans surrounding the financial and operational functions of the organization
- **Change Management** – Provides active and visible sponsorship for change initiatives in order to drive the adoption and usage of new solutions to fully realize organizational benefits and project objectives
- **Accountability** – Inspires trust by acting with integrity, honesty, and fairness. Holds self and others to their roles and responsibilities. Acts as a responsible steward of the resources entrusted to the SFPUC
- **Risk Management** – Identifies, assesses, and mitigates operational, financial, legal, or health and safety risks impacting the organization's achievement of strategic goals and objectives
- **Talent Management** – Builds and develops a highly-skilled workforce based on organizational goals, budget considerations, and staffing needs. Creates succession planning strategies to address an aging workforce
- **Innovation** – Creates a thriving culture in which employees feel both safe and encouraged to explore new ideas and improve existing ones. Voices opinions, remaining open to feedback, diverse perspectives, and embraces opportunities for improvement and change
- **Safety Excellence** - Actively promotes a safety culture of the highest standard by allocating resources, ensuring compliance, and creating policies aligned with industry best practices



Education, Certifications and Experience

- Requires possession of a bachelor's degree in engineering, chemistry, biology, biochemistry, public or business administration, or a closely related field. A master's degree in a related field is strongly desired. This position also requires at least six years of management experience in a wastewater or water utility (in operations, planning, regulatory compliance or engineering).
- Additional certifications such as registration as a Professional Engineer or a Grade V Wastewater Treatment Certificate are desired.
- Candidates should have significant experience working in a multiple union environment. Experience working with state and federal regulatory agencies is also important.
- Familiarity with the "One Water" concept is helpful.
- This is a national recruitment and candidates from outside of California are encouraged to apply.

COMPENSATION

The expected hiring range for this position is \$176,410 to \$225,108. Appointment above the maximum of the normal range may be considered based on documented and substantiated recruitment and retention issues or exceptional skills. A special approval process is necessary for appointment above the normal salary range. The City also provides an excellent benefits package, including:

- **Retirement** – Through the San Francisco Employee Retirement System (SFERS) a defined-benefit retirement is provided under the "2.3% at 62" miscellaneous employees' formula.
- **Life Insurance** – Life insurance is provided in the amount of \$50,000.
- **Benefits** – Eligible Municipal Executives may enroll themselves and eligible family members in medical, dental, and vision benefits.
- **Executive Leave and Vacation** – Five days of paid executive leave and five 'floating holidays' are provided annually. Vacation days are accrued at increasing rates starting with ten days annually in the first five years of continuous service, rising to twenty days annually after completing fifteen years of continuous service.
- **Legal Holidays** – Eleven (11) paid legal holidays per year.
- **Sick Leave** – Thirteen (13) days annually.

For additional information regarding benefits, visit: <http://sfdhr.org/benefits-overview>

Application Process

The AGM, WWE recruitment is being conducted on a national basis. All application materials will be screened and evaluated by SFPUC and Alliance Resource Consulting.

HOW TO APPLY

Please apply **on-line** by **January 26, 2018** at www.allianceRC.com. For questions and inquiries, please contact:

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<http://twitter.com/GoAllianceRC>



Alliance Resource Consulting LLC

The City/County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy.