

# FIELD OPERATIONS MANAGER

Mission Springs Water District

*Desert Hot Springs, CA*



## THE COMMUNITY

Desert Hot Springs is located in California's Coachella Valley, which is surrounded by the Santa Rosa Mountains, the San Jacinto Mountains, the Little San Bernardino Mountains, and San Geronio Mountain. The Valley is the northwestern extension of the Sonoran Desert and is, therefore, extremely arid. Irrigation of over 100,000 acres of the Valley since the early 20th century has allowed widespread development and agriculture.

The Coachella Valley area, which includes the resort communities of Palm Springs and Palm Desert, is widely recognized as a modern oasis that offers residents and visitors extraordinary natural beauty, more than 350 days of sunshine a year, and a rich mix of outdoor adventures, cultural activities, restaurants, resorts, spas, and attractions.

A wide range of housing is available at costs much lower than other areas of California. Three primary/secondary school districts serve west, central, and east valley students. College of the Desert and California State University, San Bernardino, Palm Desert offer bachelor's degree, master's degree, and credential programs. Desert Regional Medical Center, Eisenhower Medical Center, and JFK Memorial Hospital anchor the first-class healthcare community that includes a selection of medical groups and ancillary wellness, rehabilitation, fitness centers, and therapeutic spas.

## THE DISTRICT

While prospecting for water, early homesteaders in the desert discovered the hot springs that made the Desert Hot Springs area famous. The first subdivisions were established in 1940. In 1953, residents voted to establish the Desert Hot Springs County Water District (DHSCWD) to provide critically needed drinking water to the area. In 1972, the District built the Alan L. Horton Wastewater Treatment Plant.

Today, Mission Springs Water District (MSWD), formerly DHSCWD, serves approximately 37,000 residents in a 135-square mile area via 13,000 water connections and 8,100 sewer connections. The District boasts more than 1.25 million feet of pipelines, 14 water wells and 24 reservoirs. The wastewater treatment plant has been expanded four times to a treatment capacity of two million gallons of wastewater a day.

### MSWD's Mission Statement

Mission Springs Water District has one simple mission: Provide, protect, preserve our most valuable resource . . . water.

MSWD is governed by a five-member Board of Directors. Directors are elected concurrent with the general elections every even-numbered year. Director's terms are four-years. The election of directors alternates between three seats and two seats, respectively, every two years. All Directors are appointed to serve on two of five Board committees (finance, engineering, public affairs, human relations and executive committee). Members also serve liaisons to other governmental, community, regional and national boards, associations and organizations.

MSWD has a staff of 45 employees, an annual capital budget of approximately \$31 million, and an annual operating budget of roughly \$14 million.

More information about the District can be found at: [www.ms wd.org](http://www.ms wd.org).

## THE POSITION

Under general administrative direction of the Director of Engineering and Operations, the Field Operations Manager oversees, plans, organizes and directs the functions and programs of water production, wastewater, and maintenance operations. This person directs personnel engaged in the installation, maintenance and repair of water mains, sewer mains, services and related appurtenances to supply residential, commercial and industrial water and sewer, building and ground facilities, and fleet maintenance. In addition, he/she plans and evaluates staff performance; establishes performance requirements and personal development targets; provides leadership and works with supervisors and staff to develop and retain competent staff through selection, compensation, training, and day-to-day management practices that support the District's mission and values. Finally, this individual provides highly responsible and technical assistance to the Director of Engineering and Operations. The position supervises three direct reports: the Maintenance Superintendent, Chief Plant Operator, and Water Production Supervisor, and leads an overall team of 19 employees.

Representative duties include:

- Plan, organize, coach, manage, and evaluate the work assigned to supervisors and technical staff; develop, implement and monitor short and long-term plans and goals; develop and monitor performance against annual department budget; develop, implement and manage plans, work processes, policies, systems and procedures to achieve goals, objectives and work standards; serve as Chief Distribution Operator.

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- Plan and evaluate staff performance, establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development, recommend merit increases; recommend disciplinary action, up to and including termination, to address performance deficiencies, in accordance with District personnel policies and guidelines.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Assist the Engineering Department in the preparation and review of plans and specifications for new development and enhanced opportunities for water and sewer system improvements. Maintain awareness of water and sewer infrastructure best practices and industry standards.
- Direct, coordinate and review the work plan for assigned maintenance and repair services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Develop and maintain accurate water, sewer, facilities and fleet maintenance information and records.
- Provide general management and administration of the District's plants and systems; provide input and review for the development and administration of new plant and system construction contracts.
- Oversee maintenance, repair and installation activities of the District's water and sewer system; ensure proper and safe work practices and procedures.
- Direct all activities related to field operations matters including management of staff and oversight of contractors to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and integrity in compliance with applicable laws, regulations, policies and procedures.
- Identify opportunities or improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Organize, direct and coordinate staff engaged in the operation and maintenance of district facilities; inspect work in the field; provide guidance and supervision to maintenance field crews; serve as a technical resource regarding water and sewer systems; direct staff in emergency situations.
- Provide staff assistance to the Director of Engineering and Operations; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
- Coordinate assigned maintenance activities with those of other divisions and outside agencies and organizations.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of water and sewer system maintenance.
- Assume responsibility for safety training for all staff, enforces safety regulations and accident reporting requirements and implements hazardous materials control procedures.
- Oversee the operations budget and participates in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Work weekends, evenings and holidays as required accommodating the District's needs, in addition to responding as a Disaster Emergency Service Worker.
- Assume management responsibility for all Fleet & Facilities Maintenance Division services and activities; Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Fleet & Facilities Divisions.



## THE IDEAL CANDIDATE

MSWD is seeking a values-driven, inspirational leader who has practical experience with water and/or wastewater operations to serve as its Field Operations Manager. The ideal candidate will be an excellent verbal and written communicator who has a track record of creating high-performing, highly motivated teams through a combination of inclusion, training, and performance monitoring.

As a member of the District's management team, the Field Operations Manager will have a critical role in helping MSWD prepare for new residential and commercial growth by forecasting demand, evaluating rates, and developing policies and programs to move the organization forward.

## QUALIFYING EDUCATION AND EXPERIENCE

**Minimum Qualifications:** Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from college with a Bachelor's degree in Public Administration, Business Administration or a closely related field, and a minimum of seven (7) years of extensive experience in a water distribution and/or sewer system maintenance, including at least three (3) years of supervisory and administrative capacity. Additional qualifying training and experience may be substituted for the educational requirement on a year for year basis when supplemented by the completion of college level courses in engineering, construction technology, water, wastewater, business or public administration and project management.

**Highly Desired Experience and Certifications:** Possession of a valid D5 Water Distribution System Operator Certificate issued by the State Water Resources Control Board (SWRCB), or the ability to obtain a Grade D5 within five (5) years. Possession of a valid T2 Water Treatment Operator Certificate issued by the SWRCB. Possession of, or ability to obtain within 1 year of appointment a valid Grade 2 Collection Systems Maintenance Certificate; issued by the California Water Environmental Association.

**License:** Possession of a valid Class C California driver's license and satisfactory driving record.

## COMPENSATION AND BENEFITS

The salary for this position is \$100,576.56 to \$128,375.53 per year, DOQ. A 3.72% increase will go into effect on July 1, 2018. In addition, MSWD offers a generous benefits package which includes medical, dental and vision insurance coverages for employees and their dependents; an Employee Assistance Program; 10 paid holidays per year; vacation leave (96 to 184 hours per year, based on length of service); administrative leave (27 hours per year); optional time off (27 hours per year); sick leave (accrued at 8 hours per month); deferred compensation; life insurance; professional development reimbursement (100%); and CalPERS retirement (2.7% at 55 for Classic members; 2% at 62 for New members). Additional details can be found on MSWD's website.

## HOW TO APPLY

Please **apply on-line** by **May 21, 2018**, at [www.alliancerc.com](http://www.alliancerc.com). For questions and inquiries, please contact:

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