

# DIRECTOR OF MAINTENANCE

Irvine Ranch Water District





The graphic displays the IRWD logo at the top, followed by eight corporate values, each with an icon and a brief description:

- Integrity and transparency**  
We model corporate and individual integrity and transparency in all we do.
- Innovation**  
We encourage creative, anticipatory and adaptive solutions with a bias for action.
- Teamwork and collaboration**  
We embrace teamwork, collaboration and enjoyment of our work.
- Accountability**  
We take ownership and personal responsibility.
- Opportunity**  
We promote professional growth and opportunity for staff.
- Customer care**  
We prioritize responsive and caring customer service.
- Respect and kindness**  
We treat each other with respect and kindness.
- Environmental stewardship**  
We foster environmental stewardship.

## THE DISTRICT

Irvine Ranch Water District (IRWD) has established itself as a progressive, values-driven agency, with an international reputation for its leading-edge water recycling program, water use efficiency practices, water banking, urban water treatment, and energy storage. IRWD provides high quality, reliable drinking water, non-potable water, sewage collection, and urban runoff treatment services to an increasingly diverse population of over 500,000 residents, workers, students, and others. IRWD's 111,300 connections are 89% residential; 5% commercial, industrial, and institutional; and 6% landscape irrigation. In Fiscal Year (FY) 2017-18 IRWD supplied over 87,600 acre-feet of water, of which 56% was from groundwater, 25% recycled water, and 19% imported water. IRWD serves the entire City of Irvine as well as portions of Costa Mesa, Lake Forest, Newport Beach, Orange, Tustin, and unincorporated Orange County.

Irvine Ranch Water District was established in 1961 under the provisions of the State of California Water Code. As an independent public agency, IRWD is governed by a five-member, publicly elected Board of Directors, each member elected for four-year terms. These officials are recognized leaders throughout the water industry and are responsible for setting the District's policies. Implementation of these policies and the day-to-day operations are the responsibility of the General Manager. IRWD is considered a premier agency and an employer of choice, with a staff of approximately 390 employees and an average employment tenure of over 10 years.

IRWD's annual operating revenue is approximately \$150 million. Its annual capital budget of approximately \$100 million includes a diverse mix of challenging and complex capital projects involving the District's water recycling facilities; groundwater and surface water membrane treatment facilities; water banking facilities; energy storage facilities; and biosolids dewatering, digestion, energy recovery, and pelletization facilities.

More information regarding IRWD can be found at the District's website: [www.IRWD.com](http://www.IRWD.com).

## THE AREA

Located across central Orange County, Irvine Ranch Water District encompasses approximately 181 square miles. IRWD extends from the Pacific Coast to the foothills, with elevations ranging from sea level to 3,200 feet. Orange County is a semi-arid region with a mild climate and an average annual rainfall of 12 to 13 inches. With a population over 3 million, Orange County is the third largest county in California and one of the largest in the United States.

Orange County is known for its numerous tourist attractions, cultural opportunities, Mediterranean climate, beautiful beaches, and large wilderness and natural areas. The County is a leading California business center and home to some of the nation's leading companies in the biotechnical, medical, electronic, computer, information, video gaming, cosmetic, clothing, finance, and other fields.

Outstanding educational opportunities are also available within or near the IRWD service area. Irvine Unified, Newport Mesa Unified, Saddleback Valley Unified, and Tustin Unified are the largest public school districts served by IRWD. There are numerous public and private colleges and universities located within the IRWD service area, including the University of California Irvine, Irvine Valley College, and Rancho Santiago Community College, among others.

# DIRECTOR OF MAINTENANCE

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## THE POSITION

Reporting to the Executive Director of Operations, the Director of Maintenance plans, manages, directs and oversees the maintenance programs for the District's mechanical, electrical, instrumentation, fleet and facilities assets to maximize the overall reliability and longevity of the potable and water, wastewater and recycling facilities and systems. This person also directs and oversees the enterprise asset management program for the District. Finally, the Director of Maintenance manages an annual capital budget of \$15,450,450, an operating budget of \$10,382,387, and 52 employees. Essential job duties include:

- Prepare, present and control all Maintenance Department operating and capital budgets.
- Develop and implement Performance Management systems for all Maintenance Departments that includes the setting and tracking of Key Performance Indicators to achieve optimal efficiency.
- Track short and long-term asset performance trends and monitor performance against targets.
- Plan, coordinate, organize and direct the implementation and application of the Enterprise Asset Management System.
- Work directly with the Executive Director of Operations with regard to Capital Project and special project development for all facilities.
- Work with Engineering and Finance, as well as other departments, to prioritize projects and develop project delivery schedules.
- Optimize the utilization of predictive maintenance diagnostic tools.
- Monitor advances in industry predictive maintenance tools and techniques that can benefit the District's asset management program.
- Oversee the use of the enterprise asset management program used by staff and ensure that all aspects are updated periodically.
- Project future maintenance resource requirements; prepare annual budgetary requests and capital replacement budgets; review strategic and capital facilities planning, design, and construction documents.
- Prioritize preventative, predictive and corrective maintenance activities; confer with maintenance staff to coordinate repair and maintenance work; and ensure that work is performed in adherence to established objectives.
- Develop and implement organizational plans to maintain adequate levels of cross-functional maintenance staff.
- Review equipment maintenance repair histories and cost to determine repair, rebuild, overhaul and replacement needs; recommend to the Executive Director the rehabilitation and/or installation of equipment in accordance with the findings; prepare equipment design specifications.
- Advise the Executive Director of Operations of significant operational and District issues.
- Review and approve performance reviews of department personnel and recommend salary adjustments, promotions and disciplinary action for department staff.
- Promote and comply with District safety work-related practices and attend relevant safety training.
- Prepare and make presentations to the District Board of Directors and other entities.
- Carry out other work related duties as assigned.

## THE IDEAL CANDIDATE

If you're an enthusiastic, self-driven asset management champion who enjoys leading people and driving positive change in a large organization, this opportunity is for you! The Director of Maintenance at IRWD is a vitally important position that focuses on setting priorities and optimizing efficiencies so the District can continue to deliver high quality water to its customers at affordable rates. The best qualified candidate will have excellent oral and written communication skills and will be effective in building trust and gaining the cooperation of others through discussion and persuasion. In addition, this individual will demonstrate leadership to District employees by setting an example of dedicated, professional, ethical, high-performance work in a customer service oriented environment in alignment with the District's values. Familiarity with a union environment will be an asset.

## QUALIFYING EDUCATION AND EXPERIENCE

Requires a combination of education and experience equivalent to a Bachelor's degree in Business Administration, Mechanical Maintenance, Mechanical Engineering, Electrical/Instrumentation Maintenance, Electrical Engineering or a related field and ten years of experience in the maintenance and asset management of potable and water recycling facilities and systems. Five years of experience in a supervisory capacity is required.

### Licenses and Certifications

CWEA Plant Maintenance/Mechanical Technologist Grade IV or Electrical/Instrumentation Grade IV certification desired.

State Water Resources Control Board Grade 3 Water Distribution certification desired.

Review and Evaluation of Experience and Education: Candidates should be aware that District Leadership, working with Alliance Resource Consulting, reserves the right to determine the best combination of education and experience required for this position. The District intends to attract a broad spectrum of highly qualified and interested professionals to apply for this position.

## COMPENSATION AND BENEFITS

Salary for this position is based on the candidate's qualifications, salary history, and career accomplishments. The current salary range for the Director of Maintenance is \$131,448 - \$195,840 per year. In addition, the District provides an excellent benefits package that includes: vacation, holidays and sick leave; choice of HMO and PPO medical insurance plans; employer paid dental plan, vision and life insurance and long-term disability plans; retirement benefits (CalPERS pension plan of 2% @ 62; employees with prior CalPERS or reciprocal membership are eligible for CalPERS pension plan of 2% @ 60 provided the selected candidate has been a CalPERS or reciprocal member within six months of hire date with IRWD); deferred compensation plan with employer-match contributions; retiree health plan; Section 125 Plan; educational reimbursement; cell phone allowance and approximately \$500 per month vehicle allowance. Further details on the compensation package may be obtained through Alliance Resource Consulting.

## HOW TO APPLY

Please **apply on-line** by **November 2, 2018**, at [www.alliancerc.com](http://www.alliancerc.com). For questions and inquiries, please contact:

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