

SUPERINTENDENT OF OPERATIONS

El Toro Water District

(Lake Forest, CA)



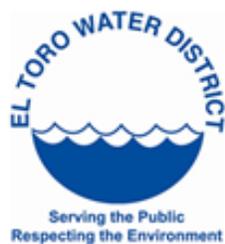


THE DISTRICT

El Toro Water District (ETWD) was established in 1960 under the provisions of the State of California Water Code. The District provides a high quality drinking water program, reliable wastewater collection and treatment programs and a rapidly evolving recycled water program. The District serves a population of approximately 50,000 people through nearly 10,000 water service connections. ETWD's service area encompasses approximately 5,400 acres. The District serves all of the City of Laguna Woods and portions of the Cities of Lake Forest, Laguna Hills, Mission Viejo and Aliso Viejo.

ETWD is governed by a five-member, publicly elected Board of Directors. Each Board member is elected at-large to a four-year term. These officials are responsible for the District's policies and strategic decision making. Day-to-day operations are directed and supervised by the General Manager. ETWD is currently staffed by 60 full-time professionals. ETWD has been awarded the Certificate of Achievement for Excellence in Financial Reporting, District of Distinction, and 2019 Top Work Places. ETWD's Fiscal Year 2020-21 budget of approximately \$24 million is designed to help the District attain the following financial objectives:

- Establish a revenue cash flow plan that is sufficient to fund the operating budget including the capital replacement & refurbishment program.
- Establish a reliable, stable and predictable rate adjustment strategy that minimizes impact to customers.
- Maintain a minimum reserve level sufficient to fund legal, board mandated and working capital requirements.
- Employ cost containment and reduction strategies and practices as appropriate to cost effectively maintain reliable service levels.



Mission Statement

The mission of the El Toro Water District is to provide its customers safe, adequate and reliable water, sewer and recycled water service in an environmentally and economically responsible way.

Additional information can be found on the District's website, www.etwd.com.

THE OPERATIONS DIVISION

The Operations Division includes seven sections: Transmission & Distribution, Pump Stations, Vehicle Maintenance, Field Customer Service and Wastewater Treatment, Regulatory and Electrical. There are 39 employees in the Operations Division, 24 of whom work at the Field Administration Office adjacent to District headquarters at 24251 Los Alisos Boulevard in Lake Forest, California. The remaining 15 Operations employees work at the Water Recycling Plant at 21542 Moulton Parkway in Laguna Woods, California. This high-functioning team thrives in a family like atmosphere where inclusion, participatory decision making and career development are strongly encouraged. Employees throughout the District enjoy strong support from executive management and the Board of Directors.

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THE POSITION

Under the direction of the General Manager, the Operations Superintendent plans, organizes, manages, and directs all District field staff in the construction, maintenance, repair and operation of the District water, wastewater and recycled water systems.

Essential duties:

- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the Division's and the District's mission.
- Assists in the development and implementation of long-range plans for major maintenance or replacement projects.
- Recommends and implements the policies, procedures and standards related to maintenance and operations.
- Develops, implements, and oversees preventative maintenance.
- Reviews water treatment and distribution processes to meet water quality standards to protect the health and safety of the District's customers and the environment.
- Provides field evaluation, inspection, and monitoring to plan major jobs or assist supervisors in job planning; ensures compliance with requirements and standards.
- Selects, trains, motivates and evaluates the performance of subordinate supervisors; provides coaching, mentoring and training; works with employees to correct deficiencies; implements disciplinary actions as necessary.
- Performs and guides subordinate supervisors in employee counseling, performance planning, annual employee evaluations, merit recognition, motivation, and preparation of documentation.
- Confers with other District staff; coordinates activities with other District departments; interfaces with the Emergency Preparedness Coordinator, Engineering, Finance, Administration and IT (GIS) departments.
- Provides oversight and assistance to the Compliance Program Coordinator and the District's safety and regulatory compliance programs.
- Meets with contractors, other utilities, governmental agencies, suppliers, the public and others to coordinate operations, obtain services, secure cooperation, and resolve problems.
- Supervises response to emergency operations and repair situations.
- Prepares the Operations budget, inclusive of Operations-related Capital Improvement Plan projects, for review and approval. Monitors expenditures against goals and objectives.
- Reviews and approves purchase requests.
- Oversees and facilitates the Operations Department utilization of the Computerized Maintenance Management System (CMMS).
- Prepares regular reports pertaining to the work of the Operations Division; oversees the preparation and maintenance of record keeping regarding Operations activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations relating to water, wastewater and recycled water operations.
- Monitors employee certification; encourages continuing professional development.
- Performs other duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate will be an effective and inspirational leader who helps his/her employees achieve their professional goals. This individual will be adept at creating and managing budgets. He/She will also enjoy working in an innovative, team-oriented environment where independent action is encouraged and effective communication is expected. The best qualified candidates will have water, recycled water and/or sewer experience.

Knowledge, Skills and Abilities

The Operations Superintendent will be an experienced and respected supervisor who is adept at planning, organizing, and assigning work; training, motivating, and appraising staff and dealing with personnel issues. This individual will be familiar with all applicable work safety standards and regulations. In addition, he/she will possess an in-depth knowledge of principles and

practices used in potable water, recycled water and sewer system construction, maintenance, operations and repair. Hands-on experience with communications control equipment installation, maintenance and repair is also desired.

Success on the job will require the ability to plan, organize, and administer the maintenance, construction, and operations functions of the District; establish and maintain cooperative working relationships; and analyze complex maintenance and operations problems, evaluate alternatives, and make recommendations for effective courses of action.

Education and Experience

To qualify for this position, candidates must have ten years of experience in the construction, maintenance, repair, and/or operation of water distribution, sewer collection and/or sewer treatment facilities, five of which have been in a supervisory capacity. A Bachelor's degree from an accredited four-year university or college in business administration, public administration, civil engineering or a related field is desired.

The following certifications and licenses are also required for this position:

- Grade 4 Water Distribution Operator Certificate from the State Water Resources Control Board (Grade 5 preferred)
- T2 Water Treatment Certificate from the State Water Resources Control Board
- Valid California driver's license

COMPENSATION & BENEFITS

Salary: \$115,851 to \$162,207, DOQ. In addition, ETWD provides a generous employee benefit program which includes:

401(k) Retirement Plan - The District contributes nine percent (9%) for all employees in lieu of social security. The District will make a matching contribution on the employee's behalf equal to seventy-five percent (75%) of the employee's salary deferrals up to a maximum of ten percent (10%) each pay period.

457 Deferred Compensation Plan

Schedule - 9/80 Workweek (The District is closed on alternating Fridays)

Medical Insurance - Choice of either Anthem Blue Cross HMO or PPO or Kaiser South. Nominal monthly cost to the employee depends on plan choice.

Dental Insurance - Delta Dental

Vision Insurance - Vision benefits through VSP

Sick Leave - 96 hours per year

Vacation Leave - Two weeks to a maximum of four weeks per year

Holidays - 11 paid holidays a year

Short Term Disability

Long Term Disability

Long Term Care

Life Insurance

Life and Accidental Death and Dismemberment Insurance

Wellness Annual Benefit

Employee Assistance Program (EAP)

State Disability Insurance

HOW TO APPLY

Apply on-line at www.alliancerc.com by **September 18, 2020**. For questions and inquiries, please contact Cindy Krebs at (562) 901-0769 ext. 336 or ckrebs@alliancerc.com.

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