

WATER UTILITY MANAGER

Ventura Water

Ventura, CA





CITY OF VENTURA

Located 30 miles south of Santa Barbara and 63 miles northwest of Los Angeles, the City of Ventura is one of the country's most livable communities — with miles of golden beaches; a year-round moderate climate; friendly people; a beautiful downtown; a thriving business community; a variety of arts, culture and entertainment options; award-winning schools; and an abundance of outdoor recreation opportunities.

Ventura is a full-service City with 111,566 residents and a Fiscal Year 2020-21 combined operating and capital improvement budget of \$291.1 million. Nearly 650 staff members focus on delivering key services to businesses, residents and visitors to ensure Ventura remains a fiscally stable, economically vibrant, safe, clean and desirable community.

For more information on the City, visit <http://www.cityofventura.ca.gov>.

VENTURA WATER DEPARTMENT



VISION

Innovative leader enhancing the vitality of Ventura

COMMON PURPOSE

Proudly providing local, reliable and quality services for all generations

BRAND PROMISE

Trusted life source for generations

Ventura Water envisions itself as an “innovative leader enhancing the vitality of Ventura.”

Ventura Water provides integrated water and wastewater services to 113,000 customers with approximately 32,000 service connections. Its complex water system has more than 385 miles of pipeline, 3 water treatment plants, 19 pump stations, 27 reservoirs, and 10 wells. Water supply currently comes from three different sources including imported lake, river sub-surface and groundwater wells. Routine tasks utilizing the NO-DES flushing technology, valve turning program, well field and facility maintenance are planned and tracked through a supported Asset Management Program. Ventura Water maintains a full service laboratory and monitors its water quality on a daily basis. Ventura Water's team includes 105 employees dedicated to providing the community with quality water and wastewater service 24 hours a day, 365 days a year. Ventura Water's Fiscal Year 2020-21 budget is \$61.2 million.

The City of Ventura has traditionally relied on local sources for 100% of its water. However, Ventura Water is currently engaged in efforts to diversify the City's water supply, secure a new locally owned water source, meet regulatory requirements, and improve water quality. These objectives will be achieved through the State Water Interconnection Project and the VenturaWaterPure potable reuse project. The Water Utility Manager will play a vital role in the development and success of these projects.

Additional information can be found at <https://www.cityofventura.ca.gov/885/Ventura-Water> and <https://www.cityofventura.ca.gov/1646/Ventura-Water-Pure>.

WATER UTILITY MANAGER

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THE POSITION

The Water Utility Manager oversees a team of 34 well-trained, dedicated employees. Under general direction, the incumbent organizes, leads, and oversees the operations, maintenance and administration of water production, treatment and distribution sections; regulatory agency liaison; water resource and capital improvement planning; interagency coordination; budget preparation, expenditure control and approval; personnel matters; public relations, customer service and related administrative duties. This position is designated as "at will." At will employees serve at the pleasure of the appointing authority, and are subject to discharge without cause and without the right of appeal.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plans, directs and supervises the operation of the water treatment plants, groundwater wells, water distribution system and all associated activities and functions. Effectively manages resources (staffing, materials, funds) through administration of policies, practices and programs.
- Reviews water treatment and distribution processes to meet water quality standards to protect the health and safety of residents and the environment. Oversees emergency and incident response programs as well as preventative maintenance and repair programs to optimize performance, funds and reliability. Directs safety, training, and staff development and certification programs.
- Anticipates regulatory changes and develops and implements effective solutions to meet or exceed water quality and operational standards. Seeks and supports continual improvement related to performance goals and objectives. Maintains awareness of information and operational technology developments to anticipate and support timely adoption of improvements.
- Directs the compilation of numerous periodic operating reports required to maintain water system and its associated permits. Directs the preparation of water conservation and water quality reports and emergency response plans.
- Supervises and evaluates performance of assigned staff; serving as coach, mentor, facilitator and trainer for individuals and work teams. Develops and administers operational policies, procedures and practices to establish clear accountability and consistent compliance standards. Oversees and ensures that staff are properly trained in safety procedures and actively supports and encourages attainment of State certifications.
- Attends, participates and represents the City on a variety of in-house and regional technical and planning committees and organizations.
- Maintains effective public relations with residents and coordinates public inquiries, outreach and complaints as required. Conducts presentations to various groups, Water Commission and City Council. Actively participates in promoting a positive customer service environment by demonstrating a willingness to be attentive, responsive, fair, courteous and respectful to all individuals.
- Develops, prepares and presents budgets, reports, plans, performance measures, grants, and supporting documentation.
- Facilitates effective interactions with internal staff, federal, state and local agencies, non-governmental organizations, contractors, consultants and other stakeholders in relation to planning issues or improvement projects. Advises in designing plans to meet current and expanding community needs or services, such as increasing capacity of water storage and filtration facilities, or providing new sources of water supply.
- Conducts various analytical studies to report on the City's long and short-range plans as related to water production, treatment, distribution, and financial requirements. Coordinates the integrated activities and planning of the water system with other public and resource agencies. Coordinates capital improvement project planning and participates in the development and modifications of the water system's Master Plan.
- Assists the Ventura Water General Manager and Assistant General Manager with activities, operations and services related to budget, administration, staff development and operations.

THE IDEAL CANDIDATE

The ideal candidate is an experienced and respected supervisor who thrives in a supportive team environment where inclusion, participatory decision making, and career development are strongly encouraged. This person has a strong work ethic and sets a positive, professional tone. They are adept at planning, organizing, and assigning work. They enjoy walking job sites with the members of their team, learning from them, and including them in the decision-making process. Individuals who have worked their way up through the ranks at a publicly owned utility will find this to be a challenging and rewarding position.

KNOWLEDGE, SKILLS AND ABILITIES

This position requires hands-on experience in the construction, maintenance, repair, and operation of water distribution and wastewater treatment facilities. It also requires a thorough understanding of current and proposed water quality regulations, state and federal environmental resource agencies, permitting procedures, proper record keeping, and current risk management and safety principles and practices. Experience with water supply, water purification, land development, and SCADA are desirable attributes.

Success on the job will require the ability to communicate effectively; build trust; establish and maintain cooperative working relationships; analyze complex maintenance and operations problems, evaluate alternatives, and make recommendations for effective courses of action.

EDUCATION AND EXPERIENCE

Individuals who are qualified for this position will have a combination of education, training and/or experience equivalent to a Bachelor's degree in water science; civil, mechanical, or related engineering; public or business administration or a closely related field. Five years of progressively responsible supervisory/management experience in a treatment and distribution water system operation is required.

CERTIFICATES

To be considered for the position, applicants must possess current Water Distribution Operator Grade 3 (D3) and Water Treatment Operator Grade 3 (T3) certificates issued by the State of California. The ability to obtain D5 and T4 certifications within 12 months of start date is highly desirable. Ventura Water provides an environment that enables employees to prepare for these certifications on-the-job.

COMPENSATION & BENEFITS

The annual salary range for this position is \$107,933 to \$144,631, depending on qualifications. Compensation also includes an attractive benefits package that includes, but is not limited to the following:

Insurance - The City offers medical, dental, and life insurance and makes contributions toward the cost of these plans, with employees picking up additional costs through payroll deductions. The City provides paid vision insurance coverage for employees and their eligible dependents, and short and long-term disability benefits for some employee bargaining units.

Retirement - Benefits are provided through the California Public Employees' Retirement System (CalPERS). No Social Security is withheld from employee wages, but the City does withhold the required 1.45% Medicare tax. A 457(b) plan is offered to probationary and regular status employees, with the City making/matching contributions on behalf of some employee bargaining units.

Vacation Leave - 3 weeks per year increasing to 4 weeks after 5 years of service.

Sick Leave - 96 hours upon employment and additional accruals of 2 hours semi-monthly after 6 months of employment.

Holidays - 10 regular City paid holidays and 2 optional holidays per year. 18 hours winter shut down.

Administrative Leave - Up to 80 hours per year

Car Allowance - \$250 monthly

Flexible Spending Accounts - Available for qualifying medical and/or dependent care expenses.

Educational Assistance Program - Up to \$2,500 per fiscal year in educational reimbursements for the cost of tuition, required text books and mandatory health fees at accredited colleges and universities recognized by the Department of Education

Wellness Program - A comprehensive program is available, including on-site gym facilities and exercise classes

HOW TO APPLY

Apply on-line at www.alliancerc.com by **December 11, 2020**. For questions and inquiries, please contact Cindy Krebs at (562) 901-0769 ext. 336 or ckrebs@alliancerc.com.

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