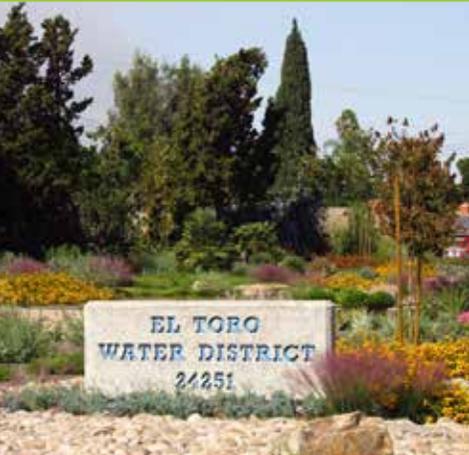


# DIRECTOR OF ENGINEERING

El Toro Water District

*(Lake Forest, CA)*





## THE DISTRICT

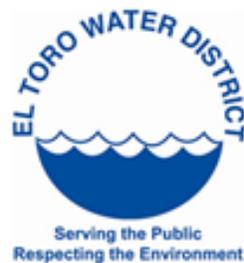
El Toro Water District (ETWD) was established in 1960 under the provisions of the State of California Water Code. The District provides a high quality drinking water program, reliable wastewater collection and treatment programs and a rapidly evolving recycled water program. The District serves a population 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 61 full-time professionals. ETWD has been awarded the Certificate of Achievement for Excellence in Financial Reporting, District of Distinction, and 2019 and 2020 Top Work Places. ETWD's Fiscal Year 2020-21 budget of approximately \$28 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.

Additional information can be found on the District's website, [www.etwd.com](http://www.etwd.com).

In all of its practices, ETWD encourages inclusion, participatory decision making and career development. Employees throughout the District enjoy strong support from executive management and the Board of Directors.



### **Mission Statement**

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

## THE POSITION

Under the direction of the General Manager, the Director of Engineering oversees the Engineering Department and serves as the Principal Engineer responsible for work related to the planning, design, and construction of the potable water, recycled water, and wastewater systems including infrastructure maintenance, rehabilitations and replacement. This position is supported by four FTEs: Project Engineer, Cross Connection Control Program Supervisor, Inspector, Engineering Associate.

On day one, the Director of Engineering will be responsible for leading the following projects and initiatives:

# DIRECTOR OF ENGINEERING

El Toro Water District

- The engineering design of the replacement of the R-6 Reservoir floating cover
- Continued work on the construction of the Oso Lift Station Improvement Project
- Ongoing commitment to complete the Phase II Recycled Water Project retrofits

In the coming years, a significant amount of investment will be required to address the District's aging infrastructure. The Director of Engineering will play a vital role in identifying needs, setting priorities, providing cost estimates, and establishing schedules for future capital improvement projects and programs. They will also work on special projects with the General Manager and provide input for rate studies.

## ESSENTIAL JOB DUTIES:

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

- Establish Engineering Department priorities and goals; supervise Department personnel; guide the preparation and maintenance of Engineering Department records, hydraulic models, plans, District maps, atlases, files, related materials, and supervises the management of the Geographic Information System.
- Lead long-and short-range capital improvement and preventative maintenance activities, working collaboratively with the Operations Superintendent and other District personnel.
- Prepare the District's five-year Capital Improvement Plan and budget; manage the acquisition of grants and assists with other external funding; implement and administer grants and external funding.
- Monitor supply of and demand for the District's water and recycled water; prepare water supply plans including Urban Water Management Plans, Water Supply Assessments, and Water Supply Verification studies.
- Analyze the of impact of other agencies actions on the District's water resources; oversee the Engineering Department's review, processing, and approval of land development projects and applications, including analysis that adequate water, wastewater or recycled water service is available for new or redeveloped areas.
- Serve as subject matter expert in water, wastewater and recycled water systems; manage the District's hydraulic model; prepare updates to the District's Infrastructure Master Plan.
- Oversee the planning, developing, implementing, and maintenance of a computerized asset management program for the District.
- Perform project management and administration of consultant and in-house capital improvement and other projects; meet and confer with contractors, engineers, architects, a variety of outside agencies, and the general public on project development issues and acquiring information; ensure contractor compliance with District policies, standards and specifications, time and budget estimates; evaluate compliance with laws, ordinances, and acceptable engineering and constructability standards; analyze and resolve complex problems that may arise; recommend and approve field changes; review and approve monthly progress payments; compose staff reports for project acceptance.
- Attend and make presentations to District committees, commissions, and Board of Directors; represent the District at meetings of public and professional organizations, maintaining good relationships with all outside agencies.
- Comply with District safety rules and regulations; conduct safety training.
- Respond to emergency situations during off-hours as required.

## THE IDEAL CANDIDATE

In addition to having in-depth experience leading the design and construction of water, recycled water, and wastewater infrastructure projects, the ideal candidate has a positive attitude and excellent writing, presentation, and listening skills. They enjoy working in an innovative, team-oriented environment where independent action is encouraged and effective communication is expected.

The best qualified candidate is a well-respected and effective leader who sets realistic goals, provides clear direction, and holds team members accountable for the work assigned to them. They are a supportive mentor and coach who helps their employees achieve their professional goals. They are devoted to ensuring that the District's mission, vision, and values are honored and upheld.

## Knowledge, Skills and Abilities

The Director of Engineering must have the ability to perform complex engineering computations and calculations. They must also have an in-depth understanding of municipal and engineering codes and standards as well as Federal and State laws and programs applicable to the Department's work.

This position requires an engineer with project management expertise, who is well-versed in the principles and practices of capital improvement cost estimation and contract administration. It also requires someone with the ability to research engineering and design issues, evaluate alternatives, make sound recommendations, and prepare and present effective staff reports.

Because a significant amount of the District's engineering-related work is accomplished with the assistance of external resources, the incumbent must be adept at screening and selecting capable, competent contractors and consultants, developing detailed work programs for them, and overseeing their work to ensure that high-quality projects are completed on time and within budget.

### Education and Experience

To qualify for this position, candidates must have a Bachelor's degree in civil engineering from an accredited four-year university or college. Candidate must also have ten years of experience in the design and construction of civil engineering projects, including three plus years of management and supervisory experience. The following certifications and licenses are also required for this position:

- A current Professional Engineer license in the State of California
- Valid Class C California license

## COMPENSATION & BENEFITS

Salary: \$140,328 to \$196,476, 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

Interviews will be scheduled as soon as a sufficient number of well-qualified candidates is identified. **Apply on-line** at [www.allianceRC.com](http://www.allianceRC.com). For questions and inquiries, please contact Cindy Krebs at [ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com) or 562-901-0769, ext. 336.

**ALLIANCE RESOURCE CONSULTING LLC**

1 Centerpointe Drive, Suite 440  
La Palma, CA 90623

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