

# DIRECTOR OF MAINTENANCE

Irvine Ranch Water District

*(Irvine, CA)*





## THE DISTRICT

Irvine Ranch Water District (IRWD) is 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. Established in 1961 as a California Water District under the provisions of the California Water Code, IRWD is an independent special district serving central Orange County. IRWD provides high-quality drinking water, reliable sewage collection and treatment, ground-breaking recycled water programs, and environmentally sound urban runoff treatment to its customers. As an independent, not-for-profit public agency, IRWD is governed by a publicly elected five-member Board of Directors. The Board is responsible for the District's policies and decision-making. Day-to-day operations are supervised by the General Manager. Additional information can be found at the District's website: [www.IRWD.com](http://www.IRWD.com).

### IRWD Corporate Values



## THE POSITION

The Director of Maintenance at IRWD plans, organizes, directs and implements comprehensive strategies and programs for the maintenance of the District's potable and water recycling facilities and systems. The incumbent directs and manages staff within the mechanical, electrical, instrumentation, fleet, and facilities departments. They also oversee the enterprise asset management program to maximize reliability and longevity of all District assets. Essential job duties include:

- Review and approve performance reviews of department personnel and recommend salary adjustments and promotions. Review, approve and counsel supervisors and staff during disciplinary actions.
- Prepare, present, and control all Maintenance Department operating and capital budgets.

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- Optimize performance management programs. Track Key Performance Indicators and implement appropriate modifications to ensure continual process improvement.
- Maintain effective communications with maintenance staff, operations, and other departments; participate in the selection, counseling, and training of employees. Define appropriate productivity standards for subordinate employees and measure staff performance accordingly.
- Track short and long-term asset performance trends, monitor performance against targets, and recommend and/or implement appropriate changes to ensure asset reliability and longevity.
- Direct and oversee the effective application and use of the Enterprise Asset Management/Computerized Maintenance Management System throughout the Operations Department.
- Work directly with the Executive Director of Operations regarding Capital Project and special project development for all facilities.
- Advance and optimize implementation of predictive maintenance diagnostic tools and techniques to maximize asset lifecycle.
- Project future maintenance resource requirements; prepare annual budgetary requests and capital replacement budgets; review strategic and capital facilities planning, design, and construction documents.
- Assist with prioritization of preventative, predictive, and corrective maintenance activities; confer with maintenance and operations staff to coordinate repairs and maintenance work; 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 histories and costs to refine repair, rebuild, overhaul and replacement needs; recommend to the Executive Director the rehabilitation and/or replacement of equipment in accordance with the findings; prepare equipment design and service specifications.
- Advise the Executive Director of Operations of significant operational and District issues.
- Attend regularly scheduled Board of Directors and Committee meetings and periodically present as required.
- Comply with District safe work practices and attend relevant safety training.
- Responsible for all other work-related duties as assigned.

## THE IDEAL CANDIDATE

The ideal candidate is an innovative, collaborative leader with exceptional engineering skills and an in-depth understanding of the programmatic aspects of CMMS. They have excellent oral and written communication skills and are effective in building trust and gaining the cooperation of others. They are a big picture thinker who keeps an eye on details and identifies ways to improve operations. They are adept at developing budgets and maintaining cost controls.

The best qualified candidate is highly professional, completely reliable, and has a business-like demeanor. They are open and honest with management and skilled at developing and managing staff. They are patient and humble. They are results-oriented yet flexible. They are committed to emulating and promoting IRWD's corporate values.

Familiarity with the operational aspects of water utilities and prior experience working in a unionized environment will be an asset.

## QUALIFYING EDUCATION AND EXPERIENCE

Requires a combination of education and experience equivalent to a bachelor's degree in Mechanical Maintenance, Mechanical Engineering, Electrical/Instrumentation Maintenance, Electrical Engineering, or a related technical field is required. For degrees obtained outside of the U.S., an official equivalency evaluation is required. Also requires ten (10) years of experience in the maintenance and asset management of potable and/or water recycling facilities and systems; six of those years in a supervisory capacity is required.

CWEA Plant Maintenance/Mechanical Technologist Grade IV or Electrical/Instrumentation Grade IV certification is desirable. State Water Resources Control Board Grade 3 Water Distribution certification is desirable.

## COMPENSATION AND BENEFITS

**This position is scheduled to receive a 7.9% salary range increase effective July 1, 2022.**

The current salary range for the Director of Maintenance is \$141,648 to \$211,056 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 immediately at [www.alliancerc.com](http://www.alliancerc.com). Resume review will be on-going, and interviews will be scheduled as soon as a sufficient number of well-qualified candidates has been identified. For questions and inquiries, please contact Cindy Krebs at (562) 901-0769 x336 or [ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com).

### ALLIANCE RESOURCE CONSULTING LLC

1 Centerpointe Drive, Suite 440  
La Palma, CA 90623

## THE AREA

Serving several communities in 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.