

UTILITIES MANAGER

City of San Clemente, CA





THE CITY OF SAN CLEMENTE

The City of San Clemente, commonly known as the “Spanish Village by the Sea,” spans just over eighteen square miles of coastline and scenic foothills. San Clemente residents often think of their town as paradise - where the sun shines 342 days a year and the conveniences of metropolitan Southern California are balanced by fresh ocean air and beaches untouched by time.

Incorporated in 1928, San Clemente is a general law city operating under the Council-Manager form of government. The city is a popular southern Orange County beach community which enjoys a year-round moderate climate averaging 70 degrees and is centrally located between Los Angeles and San Diego. San Clemente has a current population of 66,245. The City’s FY 2022-23 operating and capital spending plans total \$163.7 million. The City provides full-time employment for approximately 197 people.

THE UTILITIES DEPARTMENT

The Utilities Department provides a high level of customer service while performing operations of water, sewer, storm drain and water quality infrastructure. The Water Division’s purpose is to provide adequate local and imported supplies of potable and recycled water while meeting health and quality standards. Water infrastructure is comprised of approximately 180 miles of water lines, 15 reservoirs, 56 pressure reducing stations, 2 wells and 17,600 services in a relatively hilly environment from sea level to 900 feet. The Sewer Division maintains and operates 180 miles of sanitary sewer collection system and a 6.9 MGD wastewater treatment plant in order to ensure wastewater service to protect public health and safety. The Storm Drain Division provides uninterrupted storm drainage service for 77 miles of infrastructure and operation of water quality systems to ensure water quality throughout the City.

Each division within the Utilities Department focuses on providing excellent customer service in a manner that meets all regulatory requirements. The department has 49 budgeted positions and a combined annual operating budget of approximately \$40.9 million.

THE POSITION

Reporting to the Utilities Director, the Utilities Manager directs, manages, supervises, and coordinates the programs and activities of the Utilities Department including water, sewer, recycled water, and storm drain systems. The incumbent provides highly responsible and complex support to the Utilities Director in the areas of personnel management, strategic planning, service delivery, and budget development and administration. This person also manages contracts and consultants.

The Utilities Manager serves as liaison for the Utilities Department with other City departments, divisions and outside agencies. They negotiate and resolve

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sensitive and controversial issues. They serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence; conduct a variety of organizational studies, investigations, and operational studies; and recommend modifications to utilities programs, policies, and procedures as appropriate. Finally, the Utilities Manager responds to and resolves difficult and sensitive citizen inquiries and complaints and stays abreast of new trends and innovations in the field of water resources and public utilities.

CHALLENGES & OPPORTUNITIES

As a trusted and highly responsible leader within the Utilities Department, the Utilities Manager will have the opportunity to:

- Build regional relationships
- Improve operational efficiencies
- Leverage CMMS to develop reports and track progress
- Expand and maximize the City's recycled water system
- Explore potential desalination projects and programs
- Prepare water rate studies and evaluate demand management rates
- Conduct outreach on water conservation
- Develop and support upcoming professionals

THE IDEAL CANDIDATE

The ideal candidate is a hands-on leader with a positive attitude and an in-depth understanding of how to effectively operate and maintain municipal water, sewer, and drainage systems. They have a participatory leadership style and enjoy coaching, training, and mentoring employees. They follow emerging trends, are driven by a desire to improve efficiencies, and are eager to share what they learn with people at every level in the City, including executive leaders and elected officials.

The best qualified candidate is recognized for developing and maintaining strong relationships with internal customers and external agencies. They are technically competent, have excellent oral and written communication skills, are solutions-oriented, and exercise discretion, sound judgement, and diplomacy when faced with complaints or challenges.

The selected candidate will be a positive role model who is devoted to maintaining a healthy workplace culture. Finally, they will be a champion for water conservation and will participate in public education programs that reinforce sustainable water use habits.

Education and Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be seven years of increasingly responsible experience in the construction, maintenance, and operations of water distribution systems and wastewater treatment facilities, including five years of administrative or supervisory responsibility and on-the-job experience equivalent to a Bachelor's degree from an accredited college or university with course work in civil, mechanical, or hydraulic engineering, public administration, or a related field.

Possession and maintenance of a valid California driver's license is required as the position requires driving.

The following certifications are desired for this position:

- A State of California Wastewater Treatment Plant Operator Certificate, Grade IV
- A D4 or D5 Water Distribution Operator Certificate from the California Department of Health Services

COMPENSATION

Salary: \$137,113.60 - \$166,649.60/year, DOQ. Benefits: 9/80 work schedule; 12 regular holidays and 2 floating holidays; 120 hours of vacation/year; 64 hours administrative leave/year; sick leave; medical, dental, vision, disability, and life insurance; deferred compensation; flexible spending accounts, Employee Assistance Program; and CalPERS retirement. City employees also participate in Social Security. Additional details can be found at: <https://www.governmentjobs.com/careers/sanclemente/classspecs/729402?keywords=utility%20manager&page=classSpecifications>

HOW TO APPLY

Apply on-line by August 12, 2022, at www.allianceRC.com. For questions and inquiries, please contact Cindy Krebs at ckrebs@alliancerc.com or 562-901-0769 x336.

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