



WATER OPERATIONS & MAINTENANCE MANAGER

Serve to Conserve





THE DISTRICT AND THE COMMUNITY

Surrounded by the picturesque Ojai Valley and Ventura River watershed, the Casitas Municipal Water District was formed in 1952 by a group of area civic leaders, cattlemen, and citrus ranchers who were frustrated by a severe drought and subsequent water rationing, and concerned about flood control. In 1956 the Ventura River project was authorized by Congress. This project included the Robles Diversion facility on the Ventura River, the Robles Canal, and the Casitas Dam. Completed in 1958, Lake Casitas began to fill up and commenced spilling 19 years later. Lake Casitas holds 254,000 acre-feet of water when full, has a shoreline of 35 miles, and provides water to over 65,000 people. The water resource for Lake Casitas is the surrounding 3,200-acre Charles M. Teague Memorial Watershed and the Santa Inez Mountains. For the past 55 years, CMWD has been a strong proponent of watershed protection and lake management. In 1997 the Marion F. Walker Pressure Filtration Plant became fully operational. Today, the District provides domestic and agricultural water services to the western portion of Ventura County, including the cities of Ventura, Ojai, and several unincorporated communities, such as Rincon and La Conchita. It also offers Lake Casitas Recreation Area with 400 campsites and picnic areas, fishing and boating docks, and the Casitas Water Adventure. This recreation area is an enterprise fund, and has proven to be financially sound. The Ventura River, which supplies over half the water to Lake Casitas via the Robles Diversion facility, is currently listed as prime habitat for the endangered Southern California steelhead, which has an enormous impact on the way the District manages resources.

The District offices are located in Oak View, just 10 miles north of Interstate 101 in Ventura County on state highway 33. The CMWD service area has two of Southern California's best small towns, Ojai, with a wealth of art activities, spiritual sanctuaries, and spa resorts, and the City of Ventura with its cultural and ocean resources. In addition, within the District boundaries are the delightful communities of Oak View, Mira Monte, and Meiners Oaks as well as the charismatic beach communities of Rincon and La Conchita. The District offices are about an hour's drive south to Los Angeles and north to Santa Barbara.

Home prices in this area fluctuate, based on the community. Ojai and the beach communities have few new homes being

built. However, Oak View, the North Avenue Area, and Ventura have new homes and more affordable housing (by California standards).

THE POSITION

Under the administrative direction of the General Manager, the Water Operations & Maintenance Manager plans, organizes and directs the operation, maintenance, quality control, modification and improvements of the District's water facilities; organizes staff, directs, communicates and controls the functions and programs of the Operations and Maintenance unit through subordinate supervisors, foremen and staff; provides highly complex analysis and staff assistance to the General Manager; coordinates assigned activities with other District units, outside agencies and the general public; coordinates water system emergency responses; and performs related work as required.

This position replaces an incumbent that has been with the District for 37 years and joins a professional, efficient and stable staff. It is expected that the role will split time between office and field work in a fast-paced environment and the selected candidate must have the ability to adapt to changing priorities.

The Water Operations and Maintenance Manager will also:

- Plan, direct and manage the organization, staffing, and operational and maintenance activities for a complex water system that includes water diversion and fish passage facilities, watershed and lake water quality management, canal and dam facilities, water treatment, water transmission, pumping, distribution and metering, storage, distribution system water quality, and buildings and grounds.
- Develop and implement goals, objectives, policies, and priorities for the water facility operation and maintenance; coordinates maintenance requirements required by the Bureau of Reclamation.
- Review water treatment and distribution processes to meet water quality standards to protect health and safety of residents and environment; administer regulatory compliance standards to ensure that water quality, health, safety and emergency response obligations are fulfilled.





- Direct and control daily water operation and maintenance activities through subordinate supervisors, including weekly staff meetings, monitoring predictive and preventative maintenance through a computerized maintenance management system, prioritize scheduled and unscheduled work orders, respond to requests from management, and provide effective resource allocation.
- Direct the compilation of numerous periodic operating reports required to maintain the water system and its associated permits. Direct the preparation of water conservation, water quality, and water production reports, and emergency response plans.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Identify resource needs; develop and administer the section's budget, forecast funds needed for staffing, contracts, equipment, materials, and supplies; direct the monitoring of budgeted expenditures; recommend to the General Manager necessary budget adjustments for O&M.
- Organize, direct and implement operation and maintenance schedules, leads during emergencies.
- Perform and document the inspection of water facilities and equipment for needed maintenance, health and safety of residents and the environment.
- Coordinate the production and delivery of potable water through the District's SCADA system, assess and implement improvements to securely provide SCADA control of the water systems.

CURRENT ISSUES AND PRIORITIES

The Water Operations & Maintenance Manager will want to dedicate attention to the following priorities:

- Perform a wide-range of analysis, pre-calculations, maintenance studies, and provide reports and recommendations for needs, changes and/or revisions.
- Maintain knowledge of and compliance with ever changing state and federal regulations.
- Implement a Work Order System.
- Monitor and support water resource management issues.
- Prepare/update preventative work flow plans for emergency services including fire, pipeline damage and negative impacts of drought(s).

THE IDEAL CANDIDATE

The ideal candidate will be a flexible, resourceful leader, and an experienced manager, who is knowledgeable about water resources and policies and who possesses outstanding interpersonal and communication skills. The selected candidate will be people-oriented, approachable, and knowledgeable about the regulations and legislation affecting water agencies. This intelligent, energetic, and innovative hands-on professional enjoys mentoring staff, working in close partnership with the General Manager, and collaboratively and efficiently with the engineering staff. With a proven background in performing analysis and providing recommendations in preventative measures and planning, the ideal candidate implements best practices related to water quality, treatment, distribution, pumping, and metering systems.

In addition, a sophisticated understanding of water resources, water systems, water quality, and water conservation will be expected. The qualified candidate will provide excellent customer service, project and people management, and ensure safety and quality standards. He or she will have the opportunity to touch virtually all aspects of water operations and maintenance.

EDUCATION AND EXPERIENCE

Any combination of experience and education which provides the desired competency which typically requires a Bachelor's degree and significant management experience in the operations, maintenance and/or engineering support of large water treatment, production and distribution systems. Five years of responsible managerial experience in the operation and maintenance of potable water facilities.

License and Certifications required:

- A valid California Class C driver's license must be maintained at all times.
- Possession of, or obtain within one year of hire, a Grade V Water Treatment Plant Operator and a Grade III Water Distribution Certificates issued by the State of California.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in water science, engineering, or a closely related field.





Desirable Qualifications:

In addition to the previously stated qualifications, the ideal candidate will also possess demonstrated knowledge of and performance in the following areas:

- Principles of operating and maintaining a water utility organization and the components of a complex water system, lake management, and water treatment facilities.
- Related federal, state, and local policies, laws, regulations, permitting, monitoring requirements, and operational procedures for California public water systems and those applicable to the District.
- Methods, techniques, and equipment used in the mechanical, electrical, and electronic maintenance and repair of water treatment, pumping, storage, and distribution facilities.
- Principles of administration, organization and management: personnel policies and procedures.
- Techniques for budget planning, development, and fiscal management.
- Sound judgment with respect to setting of priorities, evaluating and assigning personnel and accomplishing the District's mission and strategic plan.
- Principles and practices of effective emergency preparedness planning.
- Safety standards, practices and procedures.
- Principles of business letter writing and basic report preparation, common desktop applications such as email, word processing, spreadsheets and database programs.

COMPENSATION AND BENEFITS

Salary: **\$125,946 - \$153,456** dependent upon qualifications and experience.

The District also offers an outstanding benefit package with basic features that include:

Retirement – The District is a member of the Public Employees Retirement System (PERS). The District's PERS contract is based on the 2% @ 60 Formula for Classic Members. The District also participates in social security and in two deferred compensation plans for employees to contribute.

Medical, Dental and Vision Insurance – Employee and dependent medical and dental coverage is paid for by the District through plans sponsored by the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA).

The District provides employee-only vision coverage.

Holidays, Vacation and Sick Leave – The District observes 11 holidays and provides 8 hours of sick leave accrual per month. Vacation credits begin at 160 hours annually.

Other Benefits – The District provides employee life insurance of two times the employee's salary up to a maximum of \$200,000.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date for this position is **Monday, November 3, 2014**. To be considered for this exceptional career opportunity, please submit your cover letter, resume, current salary and six work-related references (who will **not** be contacted in the early stages of the recruitment). Resumes should reflect years **and** months of employment, positions held, as well as the size of staff and budgets you have managed. Forward your resume to Frank Rojas:



CPS HR Consulting
241 Lathrop Way • Sacramento, CA 95815
Tel: 916- 471-3111
Email: resumes@cpshr.us
Website: www.cpshr.us/search

Resumes will be screened on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. The Casitas Municipal Water District will then select finalists to be interviewed. Candidates deemed most qualified will be invited to participate in a final interview process that includes comprehensive reference and background checks. For additional information about this opportunity please contact Frank Rojas.

