



Coastside County Water District  
Superintendent of Operations





### **The District**

The Coastside County Water District is a special district formed in 1947 to provide water service to the City of Half Moon Bay and the surrounding unincorporated areas. It receives water originating from pristine and highly protected watersheds in the local Coastal Mountain Range and the Sierra Nevada Mountain Range. The District owns and operates two water treatment plants which fully treat water to state and federal standards. The District serves a population of 17,000. Its system produces an average of 690 million gallons per year and includes 11 tanks for treated water storage, 17 miles of water transmission pipeline and 83

miles of water distribution pipeline Under the guidance of a five-member Board of Directors, the District's twenty full-time employees focus on maintaining a safe and reliable water supply for our community.

### **The Position**

The Coastside County Water District is seeking an experienced and dedicated leader who can work collaboratively with management, staff, other agencies and members of the community. Under direction from the General Manager, the Superintendent of Operations plans, organizes, manages, coordinates and directs the installation, operation, and maintenance of District water transmission and distribution systems, and water treatment plant and pumping station operations and facilities; manages the District's Capital Improvement Program including long- and short-term project planning and overseeing the design, construction, maintenance, and operations of water production and distribution systems, facilities, and infrastructure; ensures compliance with water quality and regulatory requirements.

### **The Community**

Located about 25 miles south of San Francisco, the San Mateo County coast is a premier regional destination. Anchored by the city of Half Moon Bay, with its historic downtown and surrounded by farms and open space, the coastside offers an oasis of natural beauty that seems a world away from the busy urban areas just a few miles away.. More importantly, it is a true community where neighbors care for each other. Of course, one of its most appealing features is its oceanfront location. The beautiful beaches provide endless opportunities for relaxation and recreation.

### **Key Responsibilities**

The Superintendent of Operations' responsibilities include:

- Planning, organizing, managing and coordinating the field operations of the District, including water distribution, water treatment and facility operation and maintenance;
- Directing the work of operations staff; selecting and evaluating subordinate staff; resolving informal complaints and grievances; ensuring that the work of the Operations staff is completed in a timely and acceptable manner and in accordance with applicable laws and regulations; assisting subordinate supervisors in handling operational and technical problems;
- Overseeing water quality testing program;
- Reviewing policies, guidelines and legislation to assure that operations comply with State and Federal standards

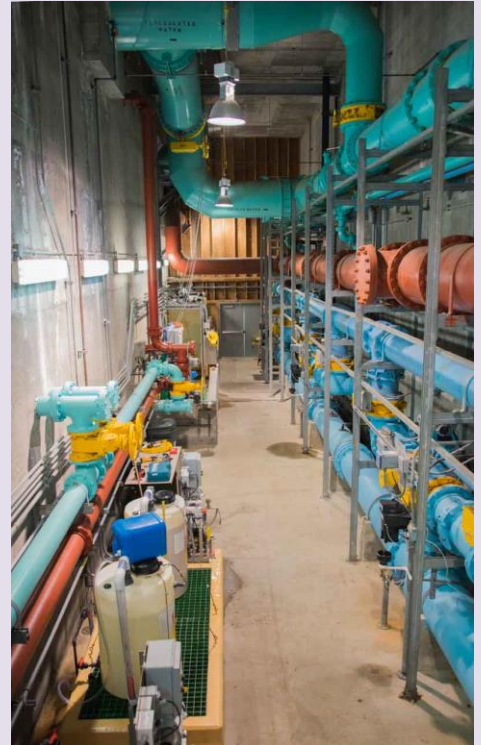
To learn more about the Coastside County Water District, please visit our site:

<http://www.coastsidewater.org/>



and laws; inspecting facilities for proper operation and upkeep; evaluating field operations and develops new techniques, policies and procedures to improve efficiency and effectiveness;

- Coordinating District operations with other agencies, including the State, cities, counties, fire departments and utilities; works with the District Engineer on construction activities, capital projects, production reports, subdivision developments, and operational questions;
- Preparing and administering budget for field operations; developing long range plans for major District improvement and maintenance projects and preparing reports and recommendations for capital improvements; preparing materials, manpower and cost estimates; preparing preventive maintenance and equipment records and schedules; developing specifications for bid purposes; overseeing maintenance of inventory; contacting suppliers to locate and expedite delivery of materials and supplies; coordinating the work of private contractors with District operations; and reviewing and approving all claims for field operations;
- Managing the District's Capital Improvement Program including the planning, prioritization, and scheduling of long-term capital improvement and short-term maintenance projects in coordination with operations and maintenance supervisors, Assistant General Manager, and General Manager;
- Participating in the design, engineering, construction, and field inspection processes for District projects and private developments to ensure contractors' and developers' compliance with District standards and regulatory requirements; attending pre-construction meetings; performing detailed plan checks of construction and design to ensure adherence to established policy and sound engineering practices;
- Overseeing the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluating proposals and recommending project award; administering contracts after award;
- Performing a variety of inspection activities; reviewing house plans for water demand; reviewing development plans; reviewing and approving fire sprinkler and hydrant applications; inspecting new construction projects; inspecting District equipment and facilities that it owns or will own (e.g., new wells, fire sprinkler systems);
- Preparing water sales, production, annual water quality report, and various operation reports;
- Receiving, investigating, and responding to difficult and sensitive problems and complaints in a professional manner; identifying and reporting findings and taking necessary corrective action.
- Providing complex staff assistance to the General Manager; developing and reviewing staff reports related to assigned activities and services; presenting information to the Board of Directors and other external councils, commissions, committees, and boards; performing a variety of public relations and outreach work related to assigned activities;
- Developing and maintaining safety program and disaster plans and ensuring that safety standards are met;
- Monitoring changes in regulations and technology that may affect operations; implementing policy and procedural changes after approval;
- Attending and participating in professional group meetings; staying abreast of new trends and innovations in the field of water production and distribution operations and maintenance; researching emerging products and enhancements and their applicability to District needs.



To learn more about the Coastside County Water District, please visit our site:

<http://www.coastsidewater.org/>

### Minimum Qualifications

Any combination of experience and education that would provide the required knowledges and abilities is qualifying. Education and experience necessary to obtain the required licenses listed below:

- Valid Grade 3 Water Treatment Certificate issued by the State of California.
- Valid Grade 4 Water Distribution Certificate issued by the State of California.
- Valid Class C California State driver's license.

### Compensation and Benefits

The salary range is \$124,084 to \$154,982 annually, depending on qualifications. The District offers an excellent benefits package. Details can be found at [www.koffassociates.com/jobs](http://www.koffassociates.com/jobs) on the job announcement page for this position.

### The Ideal Candidate

The District needs a strong leader who can serve as a guide, advisor, and facilitator. The ideal candidate will have deep technical knowledge, experience with all aspects of water treatment and distribution, and the ability to understand and explain relevant regulation, legislation, and concepts in terms appropriate to the audience. The Superintendent will communicate well in writing. In addition, the ideal candidate will work collaboratively with the crew, enhance cross-functional competence, evaluate and revise policies as needed, and develop systems and procedures. The Superintendent will serve as partner and bridge to representatives of other agencies. He or she will be visible and interested, capable of representing the District, firm but fair and able to foster a friendly relationship with members of the community.

### Important Application Information

To apply for this outstanding opportunity, please visit <http://koffassociates.com/jobs/> click on the job title, complete the requested information and attach your resume and cover letter by July 23, 2017.

**Successful completion of a thorough background investigation prior to employment is required.**

**The Coastsides County Water District is an equal opportunity employer encouraging workforce diversity.**

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

