

CONTRA COSTA WATER DISTRICT

Assistant General Manager

(Engineering & Construction)



CONTRA COSTA
WATER DISTRICT



Koff & Associates
A Gallagher Company

THE COUNTY

Contra Costa County is one of nine counties in the San Francisco-Oakland Bay Area covering approximately 733 square miles. The County has one of the fastest growing workforces among Bay Area counties and is rich in ethnic, cultural, and socioeconomic diversity. With a current population above 1.1 million, Contra Costa County is the ninth most populous county in California. The County includes 19 incorporated cities with varied urban, suburban, industrial, agricultural, and port areas. A large part of the County is served by the Bay Area Rapid Transit District (BART) mass transit system, which has helped enable significant residential and commercial development. Prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, the University of California at Davis, Saint Mary's College, and various California State University campuses, are within driving distance.

THE DISTRICT

Based in Concord, California, the Contra Costa Water District (CCWD) delivers safe, clean water to approximately 500,000 people in central and eastern Contra Costa County. Formed in 1936 to provide water for irrigation and industry, CCWD is one of the largest urban water districts in California and a leader in drinking-water treatment technology and source water protection. In addition to providing drinking water to residences and businesses in the community, CCWD also serves approximately 15 major industrial customers and 25 agricultural customers in the area.

MISSION

The Mission of the Contra Costa Water District is to strategically provide a reliable supply of high-quality water at the lowest cost possible, in an environmentally responsible manner. This mission is accomplished using the following core values: Safety, Trust, Responsibility, Exceptional Service, Employee Success, Teamwork, Continuous Improvement, Recognition, and Communication.

GOALS

The Goals of the Contra Costa Water District are to

- Promote safety and health in our workplace and business practices.
- Manage water resources to ensure a sustainable supply and to protect water quality.
- Deliver superior customer service as a foundational priority.
- Protect customer financial interests through ongoing stewardship of District resources.
- Invest in assets, technology, and efficiencies to cost-effectively provide reliable service.
- Pursue organizational excellence through diversity, inclusivity, leadership, and professionalism.
- Foster partnerships through leadership and collaboration at the regional, state, and national level.
- Practice environmental stewardship by protecting natural resources and minimizing environmental impacts.

GOVERNANCE

CCWD is governed by five elected Directors, each representing a division of approximately 110,000 people. Each Director is elected to a four-year term. Elections are consolidated with the statewide election and held every two years in November on even-numbered years. Candidates must be registered voters and must reside within the District's service area.

THE POSITION

The Assistant General Manager – Engineering & Construction is responsible for assisting the General Manager in planning, organizing, and directing the District's design and construction activities and oversees the Engineering Division, Construction Division, and the District-wide Health and Safety Program. The team is growing and is anticipated to reach 44 members by Fiscal Year 2024. The incumbent's responsibilities include short- and long-term planning and the development and administration of policies, procedures, and services. The position also serves as the District's Chief Engineer, developing and monitoring adherence to Engineering processes, procedures, and protocols to ensure delivery of safe, high quality and cost-effective design and construction activities as well as safe and competent oversight of the four dams and two levee systems under the District's oversight. The incumbent is responsible for design and construction of the capital improvements identified in the District's 2023-2032 Capital Improvement Program, including the Phase 2 Los Vaqueros Reservoir Expansion Program and the Main Canal Modernization Project, which combined are nearly \$2 billion in capital investments.

Duties include but are not limited to the following:

- Manage programs to provide positive constructive leadership and direction to staff and all levels of the organization.
- Promote effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources.
- Develop, plan and implement goals and objectives for reporting departments and divisions consistent with the District's adopted organizational mission, values and goals to provide the highest quality water to consumers at the lowest possible cost; utilize performance planning techniques to identify, establish, achieve and measure goals and objectives for reporting departments and divisions.



- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; optimize organizational structure and staffing levels by monitoring effectiveness of work performed, workload, administrative and support systems and internal reporting relationships and establishing and evaluating business practices and performance metrics; identify opportunities for improvement; and direct and implement change management strategies.
- Assist in developing and coordinating the District's biennial budget; review budget proposals made by assigned departments and divisions, including expenditures and revenues, and forecasting for reporting departments and divisions during the fiscal year.
- Coordinate planning, design, and construction of water treatment, transmission, storage, and distribution facilities projects to meet District, state and federal requirements.
- Direct the management and organization of construction activities, including construction management, construction inspection, project scheduling, and budget preparation.
- Advance the organizational initiatives designed to improve safety culture, enhance the District's organizational climate, and increase interdepartmental teamwork.
- Lead by example and serve as a champion for the District's Diversity, Equity, and Inclusion program.
- Research, prepare, and present staff, technical, and administrative reports and other necessary correspondence to various audiences including to the Board of Directors.
- Adhere to and embrace the District's commitment to a diverse and inclusive workplace culture.
- Performs related duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate will be a visionary, collaborative team-builder and strategic leader with extensive management and technical abilities. The successful candidate will be hands-on, creative, and solutions-oriented, able to create hybrid teams using a combination of internal staff, industry partners, and external consultants to build a culture of innovation and continual process improvement, teamwork, and an environment of high performance. Solid communication and interpersonal skills are necessary to establish positive working relationships; must be approachable and work well with individuals at all levels of the organization. The selected candidate will exemplify personal integrity, political savvy, dedication to public service, and a commitment to the core values of diversity, equity, and inclusion.

Solid knowledge of water issues and organizational structure, regulatory compliance, business practices and principles, the budget process, and administration are essential. The ideal candidate will be open to new ideas and be willing to incorporate those to enhance project success, be flexible and able to adapt to changing priorities, and will manage people and the creative process with inspiration. A successful candidate must show the capacity and tenacity to multi-task and manage diverse activities, programs, and staff, while leading with diplomacy, inclusive communication, and positive motivational leadership.

The position requires a proven history managing design and construction of large projects, forward thinking, and a leader committed to excellence. Knowledge of local, regional, County, and State water issues, as well as foundational technical understanding of



engineering fundamentals, particularly as it relates to the design of water facilities; experience developing and approving engineering standards and fulfilling engineering responsibilities to ensure safe, high quality, cost-effective designs are a must.

Key Attributes and Characteristics

- A solid leader and role model with a positive presence who demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, involving others as needed.
- A relationship builder, committed to excellence with a strong customer service ethic and the ability to empower employees, while also holding them accountable.
- A commitment to diversity, equity, and inclusion in growing and building staff and team support.
- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities.
- Excellent at writing clear, concise staff and other reports for presentation in oral or written format to the Board of Directors or other elected bodies.
- A leader who is collaborative and supportive in working with executive leadership, ensuring the organization works toward a common goal.
- A person with the highest ethical standards who commands the trust and respect of peers through conduct of high integrity and professionalism.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

- A Bachelor's degree in Civil Engineering, or a closely related field.
- A Master's degree in Civil Engineering is highly desirable.



- Ten (10) years of progressively responsible executive or management experience in design and construction at a large, complex public utility; or equivalent combination of training and experience.

SALARY AND BENEFITS

The salary range for the Assistant General Manager – Engineering & Construction is \$236,017 - \$286,894.44. The starting salary is expected to be at mid-point.

In addition to a competitive salary, for regular-status positions, the Contra Costa Water District offers an excellent benefits package as follows:

Unrepresented employee benefits include:

- Employer-paid medical, dental, vision, and life insurance.
- Employer-paid short term and long-term disability insurance.
- Voluntary participation in the Flexible Spending Accounts for dependent care and healthcare reimbursements.
- Flexible Benefit of \$170 per month; equating to \$2040 per year.
- Voluntary participation in the 401(a) and 457(b) deferred compensation plans with up to a 5% employer match.
- 11 paid holidays plus 16 hours of floating leave per year.
- 110 hours of paid administrative leave per year.
- 15 days of vacation accrual during the first two years; 17 days per year accrual from years two to four; with additional accrual increases thereafter.
- 96 hours of sick leave accrual per year.
- Employer-paid retiree health insurance for retiree and dependents. Unrepresented employees currently contribute 2.2% of base pay on a pretax basis for this benefit. Employees hired on or after January 1, 2016 are subject to a 10-year District-service vesting period to be eligible for fully paid retiree medical upon direct retirement from the District. The District contracts with CalPERS for medical benefits.
- A Defined benefit retirement plan; reciprocity with CalPERS and CalPERS reciprocal agencies. (Reciprocal agency service does not count toward the 5-year or 10-year vesting requirement for fully paid retiree medical.) The defined benefit is 2.35% at 55 for those with classic reciprocity. New hires who are not eligible for classic reciprocity are eligible for the 2% at 62 PEPR defined benefit.

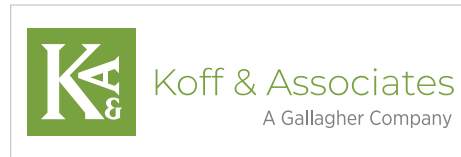
- Participation in Social Security and Medicare.
- Extensive Wellness Program including 50% employer-paid gym membership.
- Health Insurance Credit for eligible dependents who have other medical benefit coverage.
- Educational Assistance Program up to \$3000 per year per employee.
- Employer paid Employee Assistance Program offering counseling and referral services.
- Free admission to Los Vaqueros Reservoir that offers recreation areas, fishing, boating, and hiking trails.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, December 16, 2022.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/ccwd-assistant-general-manager/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the CCWD. The CCWD will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

