



PITTSBURG
CALIFORNIA

★ Hiring Bonus ★
Up To \$20,000



**Water
Utilities
Manager**



PITTSBURG
water



THE CITY OF PITTSBURG

With a population of around 70,000, located on the southern shore of Suisun Bay in the East Bay region of the San Francisco Bay Area in eastern Contra Costa County, the City of Pittsburg began as a 10,000-acre land grant from the government of Mexico in 1839. The prime industrial base of the city came in 1911 with the opening of the first steel mill. Pittsburg experienced rapid population growth during the 1970s and 1980s, evolving into a bedroom community for employment centers in west and central Contra Costa County. Population in the city's sphere of influence grew 43 percent between 1985 and 1995, about 70 percent faster than Contra Costa County's already rapid growth rate. In the last five years, development has extended to City limits. Many other changes have also occurred in the last decade. Extension of Bay Area Rapid Transit (BART) service to Bay Point has given Pittsburg a new transportation option. Redevelopment of the City's downtown has provided residents with a more vital historic activity center and increased waterfront access. Pittsburg is located just a short BART ride from San Francisco and is strategically located near several prestigious higher education institutions, such as UC Berkeley and UC Davis, and is the home of Los Medanos College, the sixth ranked community college in the nation. Pittsburg offers deep water channel access, two BART Stations, and an active community expected to grow by nearly 20,000 over the next two decades. The Pittsburg real estate market is diverse. Housing prices are still among the best in the area, and with the best commute time in East Contra Costa County. Rental housing prices are also among the best deals in the county.

CITY GOVERNMENT

The City of Pittsburg operates under a council-manager form of government and derives its authority from both the California constitution and laws enacted by the state legislature. All legislative power is held by a publicly elected, five-member City Council, which consists of the mayor and four council members. All council members are elected for four-year terms, have equal authority, and annually elect a mayor from within the council to preside over meetings, execute official documents on behalf of the council, and perform ceremonial functions. The City Council appoints the City Manager to oversee all department directors and the day-to-day operations within the city.

The city organization employs 270 full time employees within the following departments: City Manager's Office, Police, Community Services, Recreation, Finance, Human Resources, Information Technology, Community & Economic Development, Code Enforcement, Building, Public Works (Pittsburg Water, Engineering, Operations & Maintenance) , and Environmental Services.

The mission of the City of Pittsburg Public Works Department is to maintain the physical assets of the city to the highest level possible within fiscal limitations, utilize the financial resources provided to the department in the most cost-effective manner possible, and thereby contribute to the quality of life of the residents of the City of Pittsburg.

THE POSITION

Under administrative direction, plans, manages, organizes, and directs the activities of the water utility operations including treatment, recycled water supply, water management plans, conservation efforts, water and sewer rates/charges, and other water supply options. Coordinates and supervises activities related to the maintenance of the water treatment plant equipment, wells, facilities, and reservoirs. Coordinates activities with other operating divisions, departments, and outside agencies and organizations. Performs other duties as required.

Duties and Responsibilities include, but are not limited to the following:

- Plans, manages, and oversees water utility activities and services including activities associated with the operation and maintenance of all aspects of water treatment, environmental affairs, and relevant regulatory agencies.
- Plans, coordinates, and reviews the work plan for assigned projects and responsibilities. Provides administrative and technical direction to staff. Coordinates water utilities' activities with other City departments, outside agencies, and organizations.
- Oversees and manages the development, implementation and maintenance of water utility goals, objectives, policies and procedures in accordance with the City's mission statement and goals.





- Reviews and evaluates work methods and procedures for improving organizational performance and meeting City goals, ensuring that goals are achieved.
- Plans, organizes, and directs the City's water plant operations including water production, water supplies, and water quality. Implements and manages the City's wastewater, water master plan and water standards.
- Coordinates the selection, orientation, training, and evaluation programs for assigned personnel. Provides or coordinates staff training. Identifies and resolves staff deficiencies. Reviews the work of staff to ensure compliance with applicable Federal, State and local laws, codes, and regulations.
- Ensures that the City is in compliance with all current water requirements established by federal, State, and regional regulatory agencies. Interprets policies and procedures established by regulatory agencies.
- Maintains safe work environment and ensures compliance with City safety policies. Prepares, reviews, and submits periodic reports regarding water quality and water production. Investigates and selects most efficient treatment techniques to comply with the state drinking standards.
- Manages and coordinates the development of the water utilities budget. Participates in the forecast of necessary funds for staffing, materials, and supplies. Oversees and monitors the maintenance budget. Discusses and resolves budget issues with appropriate staff and implements adjustments as necessary.
- Provides technical and professional advice; prepares and coordinates reports and presentations on water utility issues for City Council, community groups and regulatory agencies; keeps accurate reports on maintenance and repair activities; prepares responses to claims and legal action brought against the City.
- Responds to the most complex and difficult inquiries and requests for information. Provides information and resolves service issues and complaints. Represents water utilities with other City departments, other agencies, civic groups, and the public.
- Establishes positive working relationships with representatives of community organizations, State and local agencies, City management and staff, and the public.

THE IDEAL CANDIDATE

The Water Utilities Manager is the administrative management level class responsible for directing and overseeing all activities involved in water treatment including: repair and alteration of infrastructure and equipment, supervising the work of subordinates, maintaining water quality, water production, and the maintenance of plant, associated wells, and reservoirs to ensure an adequate and safe water supply to the City, and for providing professional assistance in developing and implementing the policies, procedures and plans of water utilities. This classification is distinguished from the Director of Public Works in that the Water Utilities Manager is responsible for managing activities of water utilities operations. The Director of Public Works is responsible for overall management of the department.

KEY ATTRIBUTES AND CHARACTERISTICS

- Plan, organize, direct, and evaluate the work of subordinate staff.
- Supervise and participate in the establishment of goals, objectives, and methods for evaluating achievement and performance levels.
- An effective manager of projects and people. A team builder and collaborator that exhibits leadership and a positive presence while building and maintaining effective relationships with a diverse staff and community population.
- Plan, organize, interpret, lay out, assign, and schedule technical and maintenance programs.
- Analyze complex maintenance and construction issues.
- Interpret and apply applicable laws, codes, and regulations. Communicate clearly and concisely, both orally and in writing.



QUALIFICATIONS

Considerable education, training and experience which would demonstrate the ability to perform the above tasks and possession of the following knowledge and abilities.

The required knowledge and abilities would typically be acquired through education and experience equivalent to:

- A Bachelor's degree in engineering, biology, chemistry, or related field, and five years of increasingly responsible experience in water treatment including three years in a supervisory capacity.
- Possession of or ability to obtain a valid Class C California driver's license and maintain proof of auto liability insurance. Possession of a T-4 Water Treatment Operator certification from the California State Department of Public Health.
- Physically and mentally capable of performing the functions of the job, including but not limited to those summarized in Typical Tasks.

COMPENSATION AND BENEFITS

The salary range for this position is \$147,936.00 - \$179,820.00 Annually. Note: 4% salary increase in July 2023, 3% increase in July 2024.

- **Retirement:** CalPERS with Classic employees participating with a 2% @ 60 formula with employee contribution of 10%. New members (PEPRA) participating with a 2% @ 62 formula with employee contribution of 7.25%
- **Deferred Compensation:** up to \$150 per month City match as of 7/10/2022
- **Medical/Dental/Vision:** City pays 100% of premium
- **Flexible Spending Account:** Health: City provides matching contribution
- **Retirement Health Savings Account**
- **Social Security:** Employee & City pay 6.2% of salary up to \$137,700 per year

- **Vacation:** Up to 25 days per year based on years of continuous public service
- **Administrative Leave:** 80 hours per calendar year
- **Holidays:** 13 observed holidays and 2 floating holidays
- **Sick Leave:** up to 12 days per year
- **Other benefits include:** Vacation buyback program, tuition reimbursement, wellness activities, employee assistance program, service achievement incentive, potential Public Student Loan Forgiveness for qualifying educational loans, employee appreciation events, and commuter benefits

Additional information about benefits can be found on the city's website: [BENEFIT \(pittsburgca.gov\)](https://pittsburgca.gov/BENEFIT)

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, December 5, 2022.

To be considered for this exceptional career opportunity, please electronically submit your cover letter, resume, and a list of five professional references (references will not be contacted in the early stages of the recruitment). Resumes should reflect years and months of employment, positions held, as well as size of staff and projects 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 city. The city 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.



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*The City of Pittsburg is an Equal Opportunity Employer
and values diversity at all levels of the organization.*