

IRVINE RANCH WATER DISTRICT

NOW HIRING

COLLECTION SYSTEMS MANAGER

SALARY: \$113,100–\$158,868

PLUS EXCELLENT BENEFITS





THE DISTRICT

IRWD is a progressive, values-driven agency, with an international reputation for its leading-edge financial management practices, water recycling program, water use efficiency practices, water banking, urban runoff treatment, and energy generation and storage.

Established in 1961 as a California Water District under the provisions of the California Water Code, IRWD is an independent special district serving central Orange County. IRWD provides high-quality drinking water, reliable sewage collection and treatment, ground-breaking recycled water programs, and environmentally sound urban runoff treatment to its customers. As an independent, not-for-profit public agency, IRWD is governed by a publicly elected five-member Board of Directors. The Board is responsible for the District's policies and decision-making. Day-to-day operations are supervised by the General Manager. Additional information can be found at the District's website: www.IRWD.com.

THE COMMUNITY

Serving several communities in central Orange County, Irvine Ranch Water District (IRWD) encompasses approximately 181 square miles. IRWD extends from the Pacific Coast to the foothills, with elevations ranging from sea level to 3,200 feet. Orange County is a semi-arid region with a mild climate and an average annual rainfall of 12 to 13 inches. With a population of over 3 million, Orange County is the third-largest county in California and one of the largest in the United States.

Orange County is known for its numerous tourist attractions, cultural opportunities, Mediterranean climate, beautiful beaches, and large wilderness and natural areas. The County is a leading California business center and home to some of the nation's leading companies in the biotechnical, medical, electronic, computer, information, video gaming, cosmetic, clothing, finance, and other fields.



IRWD employees enjoy working in a safe, supportive, and collaborative environment where they form strong bonds with fellow employees. To ensure effective communication and promote a team environment, employees work each day in the office or in the field, depending on their positions.

IRWD CORPORATE VALUES

IRWD believes that its values – when shared and practiced universally – drive the character, culture, and capacity of our organization. IRWD was built on values, and we weave them into the fabric of everything we do.

Values are the ingredients in our recipe for both institutional and individual success. They are a code of conduct to promote positive outcomes for others and ourselves. They are more than words on a wall or a website. We live by them, every day. We pledge to keep them relevant in an ever-changing world.

ABOUT THE ROLE

The Irvine Ranch Water District is accepting applications for a Collection Systems Manager who will be responsible for managing the daily and long-term operations and maintenance of the sewage collection systems to ensure the District meets all regulatory compliance requirements in a cost-effective manner.

The ideal candidate will be familiar with and able to implement progressive, innovative, best-practice technologies for operating, cleaning, and maintaining sewer collection systems. Knowledgeable with linear asset management and maintenance strategies for large linear infrastructure systems. Must be experienced in developing, reviewing, and updating Standard Operating Procedures (SOPs) for equipment operation, performing sewer system and lift station bypasses, and other emergency response tasks. Proficient understanding of the Sanitary Sewer Systems Waste Discharge Requirements (SSS WDR) mandated by the California State Water Resources Control Board for sewer systems.

ESSENTIAL DUTIES

COLLECTION SYSTEMS MANAGER

- Plan, organize, assign, schedule, direct, supervise, meet, and evaluate the work of assigned staff; with staff, develops, implements, and monitors Key Performance Indicators (KPIs) and work plans to achieve department objectives.
- Ensure assigned Supervisory staff are providing effective and appropriate direction to their respective areas of responsibility.
- Manage and coordinate the safe and effective operations and maintenance (O&M) of the sewage collection systems to ensure the District is in compliance with all applicable federal, state, and local laws and statutes, including but not limited to the Sewer System Management Plan (SSMP) and California Integrated Water Quality System (CIWQS).
- Notify authorities as required by the State Waste Discharge Requirements (WDR) and the District management in the event of a sewer system failure resulting in a sewage overflow, ensures accurate estimations are performed for spill quantities, and accurately enter sewage overflow information into the CIWQS database.
- Responsible for training, implementing, and enforcing safety related collection system O&M standard operating procedures, including but not limited to confined space regulations, Injury and Illness Prevention Program, and traffic control.
- Regularly review and update the department's emergency response plans. Conduct annual drill(s) to ensure staff can respond safely, calmly, quickly, systematically, and effectively during emergencies.
- May provide coverage for other District Managers, the Director of Recycling Operations, or be assigned as the District's Legal Responsible Official (LRO).
- Oversee the District's sewer system odor management program. Review and optimize odor control chemicals throughout the District while complying with the District's regulations, minimizing odor complaints, and protecting sewer system infrastructure.
- Coordinate and attend routine meetings with the District's Regulatory Compliance Department pertaining to the District's FOG program for food service establishments, and public outreach to residential customers.
- Responsible for quality control of sewer maintenance program and the conformance of repair work with plans and specifications.
- Initiate requests for the purchase of parts, materials, tools, and equipment required to efficiently operate the department. Prepare and present justifications for large purchases of equipment as needed. Review and approve invoices for materials purchased. Control and maintain inventory of assigned tools, equipment, and vehicles.
- Assist in preparing bi-annual O&M and Capital Budgets for the department, including justifications for each budgetary item.
- Responsible for Closed Circuit Television (CCTV) inspection program of all existing and new sewer lines consistent with the state-required SSMP. Communicate to management any deficiencies found during inspections and recommend remedial actions.
- Respond to after-hours emergencies as needed and supervise resulting emergency maintenance and repair of the collection systems facilities.
- Coordinate maintenance and repair functions with other departments and agencies (e.g. City of Irvine, and Orange County Health Dept.). Provide mutual aid to other agencies, cities, and special districts when requested.

- Participate in local sewage collection/treatment-related organization meetings such as Southern California Alliance of Publically Owned Treatment Works (SCAP) and Santa Ana River Basin Section (SARBS) of the California Water Environment Association (CWEA) as coordinated with the Director of Recycling Operations.
- Responsible for all other work-related duties.
- Comply with District safety work-related practices and attend relevant safety training.

MINIMUM QUALIFICATIONS



Education:

- A combination of education and experience equivalent to a Bachelor's Degree in environmental science, engineering, business administration, public administration, or a related field. For degrees obtained outside of the U.S., an official equivalency evaluation is required.

Experience:

- Minimum five years' experience managing a sewage collection systems O&M program comparable to the District's program
- Five years of experience in a supervisory capacity.

Certifications:

- Depending on the assignment, a valid California Driver's License may be required.
- Valid CWEA Grade III or higher Collection System Maintenance certificate California State Water Resources Control Board Wastewater Treatment Operator Grade III or higher certificate is desirable.





ATTRACTIVE BENEFITS PROGRAM

Annual Salary \$113,100-\$158,868

Medical

- District contribution of up to \$2,374.63 per month in 2023.

Dental

- District pays 100% of the premium for dental coverage for eligible employees and their eligible dependents. Coverage is effective the first day of the month following the date of hire.

Vision

- District pays 100% of the premium for vision coverage for eligible employees and their eligible dependents. Coverage is effective the first day of the month following the date of hire.

Pension

- CalPERS pension plan of 2% @ 62 (employees with prior CalPERS or reciprocal membership are eligible for CalPERS pension plan of 2% @ 60 provided the selected candidate has been a CalPERS or reciprocal member within six months of hire date with IRWD).

Deferred Compensation

- The District matches employee contributions up to 3% of base pay after 1 year of employment.

Paid Vacation

- Eligible employees begin accruing vacation benefits at the rate of 80 hours per year for the first 5 years of employment and are eligible to use paid vacation time after 6 months of employment. Employees accrue 120 hours per year after 5 years of employment and 160 hours per year after 10 years of employment.

Paid Holidays

- The District offers 12 scheduled paid holidays plus one personal holiday per year.

Sick Leave

- Eligible employees accrue 96 hours of sick leave annually.

Other Benefits

- Optional benefits include: educational reimbursement, employee assistance programs, commuter benefits, wellness reimbursement programs, cell phone allowance, flexible spending accounts; accident, critical illness, and hospital indemnity insurance, pet insurance, and legal services.

EMPLOYMENT INFORMATION APPLICATION AND RECRUITMENT PROCESS

The position is open until filled with the first review of applications taking place on **Monday, May 8, 2023.**

To be considered, please electronically submit your resume, cover letter, and a list of three (3) professional references (references will **not** be contacted in the early stages of the recruitment) [here](#).

Resumes should reflect years and months of positions held, as well as the concentration of Human Resources your years of experience reflect. If you have additional questions, please contact the Recruiter:



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