

# Mountain House Community Services District

## Utility Manager



Koff & Associates

A Gallagher Company



## THE COMMUNITY

Located in the gateway to the San Francisco Bay area, Mountain House conveniently sits in the picturesque west side of the San Joaquin Valley. Just 20 minutes from the East Bay and about an hour from San Francisco, Mountain House allows easy access to all the Bay Area has to offer. Despite its strategic location, Mountain House was designed not simply to be another commuter town, but to be a self-sufficient community offering employment, education, goods, services, and recreation to all within its boundaries. Land use and circulation are designed to encourage walking, bicycling, and transit use in a highly landscaped, visually attractive community. Mountain House Community Services District (MHCS D) is an all-inclusive, family-oriented community that serves today's vibrant and exhilarating lifestyle. You will find yourself free from the fast pace of the city while only a short drive away.

The villages boast an assortment of amenities that include state-of-the-art schools, gorgeous parks, countless recreation choices, and cutting-edge technology. Here, sidewalks bring families, lifestyle, and community together. MHCS D is a spectacular location for you and your family to thrive. Masterfully designed homes mixed with old-fashioned values. In this bold hometown, you will find yourself free from the fast pace of the city while only a short drive away. The villages boast an assortment of amenities that include state-of-the-art schools, gorgeous parks, countless recreation choices, and cutting-edge technology. Here, sidewalks bring families, lifestyle, and community together. Whatever you are looking for, Mountain House has something for you!



## THE AGENCY

The government agency of Mountain House was formed in 1996. Home construction began in 2001 and the community elected its independent local Board of Directors in the Fall of 2008. The MHCS D Board of Directors, consisting of five members, sets policies, ordinances, and regulations for the benefit of Mountain House residents. All Board Members are elected to staggered, four-year terms. The MHCS D Board of Directors appoint the MHCS D General Manager.

MHCS D currently is staffed by 37 full-time employees and provides the following 18 services: converting utilities to underground, road maintenance, transportation services, flood control protection, wildlife habitat mitigation, police protection, fire protection, graffiti abatement, pest and weed abatement, CC&R enforcement (Master Restrictions), library buildings and services, public recreation, and dissemination of information. The San Joaquin Board of Supervisors is responsible for all other services, including planning and building activities (implementation of the Master Plan, development agreements, zoning issues, subdivision maps and building permits), animal control, economic development, and code enforcement. The MHCS D is one of the few public agencies empowered to enforce Master Restrictions, which are similar to Conditions, Covenants & Restrictions (CC&Rs).



## MHCS D WASTEWATER TREATMENT

MHCS D constructed the first phase of a water treatment (1 MGD) and a wastewater treatment (1MGD) plants in 2001. The water treatment plant was expanded to a 15 MGD plant and will be further expanded to the ultimate 20 MGD in the future as needed. The wastewater treatment plant was expanded to a 3 MGD Sequence Batch Reactor plant and is now being expanded to a 4.0 MGD MBR plant, expandable to 5.4 MGD as needed in the future. There are three potable water booster pump stations and 4 potable water storage water tanks as well as many miles of water and wastewater lines. The stormwater collection and treatment system includes many miles of stormwater lines as well as two stormwater settling ponds and several wet and dry BMP ponds within Mountain House Creek which was constructed

to convey the collected stormwater to the old River in Delta waters. All of these utility related facilities are operated and maintained by a private company selected with a long term contract. They provide the necessary staffing and certification levels needed to operate these facilities. There are several other facilities and expansion of existing facilities planned for the future. These include sanitary sewer pump stations, force mains, storm detaining ponds, and storage tanks.

## THE POSITION

Under limited direction of the Public Works Director, plans, organizes, coordinates and directs the operations and maintenance of the District's water treatment plant, water distribution, Wastewater treatment plant, sewer collection, recycled water, storm drain system, various facilities and related appurtenances in compliance with state and federal requirements; conducts inspections of plants and equipment; prepares a variety of maintenance records and reports; responsible for completion of water and wastewater analysis and lab work and preparation and submittal of all required reports; supervises assigned personnel and performs other related duties as assigned.

## THE IDEAL CANDIDATE

The ideal candidate will have extensive experience in both water and wastewater treatment plants. The new Utility Manager will be hands-on, continuous improvement oriented, and ready for a fast-paced role working for a growing community with many development projects. The most highly qualified candidates will possess knowledge of sewer and water treatment and pump stations and be familiar with lakes and water quality basin regulations.





## EDUCATION AND EXPERIENCE

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education:** Graduation from high school or equivalent

**Experience:** Five years of increasingly responsible experience as a Utility Supervisor or equivalent.

**Licenses and Certifications:** Possession of a valid California Driver's License by time of appointment.

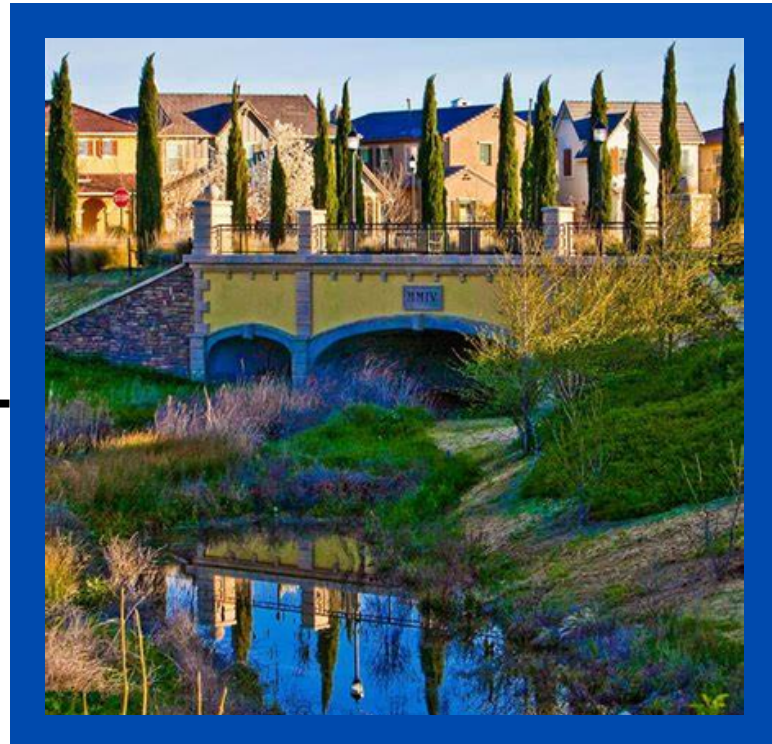
## ATTRACTIVE BENEFITS PROGRAM

### Annual Salary \$134,680 – \$163,675

*The salary will be negotiable based on experience, qualifications, and District budget.*

- **Insurance Coverage**—The District shall pay 80% of the medical insurance premium for employees and their dependents and the employee shall pay 20%. The District shall pay the employee-only premium for both dental and vision insurance. Dependent coverage for both dental and vision is offered at the employee's expense.
- **Deferred Comp**—1% employer contribution to the District's 457 Plan.
- **Retirement**—1937 Act retirement plan with reciprocity with CalPERS. Section 125 Flex Benefits Plan.
  - *Employees also have ability to waive membership in SJCERA for qualified applicant and receive contributions up to the annual contribution limit to their 457 deferred compensation plan instead.*
- **Sick Leave**—12 days of sick leave per year with unlimited accumulation.
- **Vacation**—10 days of vacation leave per year (15 days after 3 years, 20 days after 10 years, 23 days after 20 years).
- **Holidays**—14 paid holidays per year.
- **Admin Leave**—10 days administrative leave per year.
- **Cash Out**—Vacation cash-out up to 10 days annually.

### Flexible Work Schedule



## APPLICATION AND RECRUITMENT PROCESS

### The final filing date is March 6, 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 the years and months of positions held. If you have additional questions, please contact the Recruiter:



Koff & Associate  
A Gallagher Compar

Joshua Boudreaux MPA

510.901.0044

josh\_boudreaux@ajg.com

Website: <https://koffassociates.com/>

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

For more information on Mountain House,  
please visit our website at  
<https://www.mountainhousecsd.org/>