



Koff & Associates  
A Gallagher Company



CITY OF GILROY, CALIFORNIA

# Utilities Director



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## THE COMMUNITY

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The City of Gilroy is ideally situated in south Santa Clara County, 28 miles south of San Jose and 15 miles east of the Pacific Coastline. Gilroy has emerged as a thriving city of almost 60,000 residents with a healthy economic base consisting of food processing, wine production and retail shopping outlets.

Gilroy's economy is diversified into nonagricultural commercial and industrial activities such as light manufacturing, wholesale operations, automobile sales and large retail centers. The world-famous Silicon Valley, one of the world's most enterprising and technologically advanced metropolitan areas, is located within a ½-hour drive north of the City.

To learn more about the City of Gilroy, go to:  
<https://www.cityofgilroy.org>.

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## THE DEPARTMENT

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The newly created Utilities Department is responsible for organizing and administering the operations of City water and wastewater functions. In addition, the department includes management of the South County Regional Wastewater Authority (SCRWA) and oversight of the wastewater treatment facility, which is operated by a third party. The department will focus on water and wastewater system improvements and maintenance as well as the business aspects of providing utility services for the entire community. It will implement several new projects as outlined in the City of Gilroy's Wastewater and Water Master Plans. Following the hiring of a Utilities Director, the following additional new positions will be

scheduled for recruitment: Utilities Business Manager, Environmental Engineer, Engineer I/II (2), Management Analyst, and Office Assistant. In addition, maintenance personnel assigned to the water and wastewater maintenance functions will transition from the Public Works Department to the Utilities Department.

For more information on the water and wastewater capital improvements and programs, see the [Sanitary Sewer Master Plan](#), [South County Recycled Water Master Plan](#), [Storm Drain Master Plan](#) and [Water System Master Plan](#). It is also worthwhile to note that the SCRWA facility has been ranked #1 in the Monterey Bay Section by the California Water Environment Association for the past five years and best in California in 2018.

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## THE POSITION

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Under the direct supervision of the City Administrator, serves as the head of the Utilities Department and technical advisor to the City Administrator and other department heads on utilities related matters. Organizes and administers the operations of City Utilities (including Water, Wastewater, and the Wastewater Treatment Plant); directs the activities and execution of short- and long-term goals and projects for the Department to best serve the needs of the City. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Utilities Department. Plans, organizes, assigns, directs, reviews and evaluates utilities and utility-related engineering activities, including project planning, design, construction and inspection, as well as maintenance activities for water and wastewater utilities. This is an exempt, director level position with management and supervisory responsibilities for the Utilities Department and assigned personnel.

- Plan, organize and direct the City utilities program including: water supply, treatment, storage, conservation, distribution, facilities and customer service operations; wastewater collection, treatment and redistribution.
- Implement the City's Water and Wastewater Master Plans and long-term South County Regional Wastewater Authority (SCRWA) Capital Improvement Plan.
- Forecast water usage needs, develop plans for water distribution and recycling accordingly and allocate funds as necessary.
- Coordinate with Valley Water to ensure the City's long-term sustainability of water supply needs are met and groundwater supplies are properly protected.
- Perform preliminary and final engineering review and consultation on public and private utility-related projects with developers, designers and project engineers; review and sign maps, plans, specifications and projects for compliance with sound engineering practices and existing laws; review initial studies and environmental impact reports for adequate mitigation of utility infrastructure impacts.
- Confer with City officials and community groups on proposed utilities projects.
- Prepare and present comprehensive technical reports.
- Make presentations before Boards, Commissions and the City Council.
- Direct the departmental budget, to include: preparing section budgets, preparing the annual five-year and ten-year capital improvement budgets for utility projects, prepare and administer the SCRWA budget and monitor revenues and expenditures.
- Research, develop and monitor grant funding, programs and projects.
- Research, analyze and make recommendations for cost-effective department-wide operations, to include: designing, administering and evaluating departmental programs and services; addressing process issues; and implementing required changes.
- Select, train and evaluate departmental personnel.
- Monitor developments related to municipal utilities matters, evaluate their impact upon City operations and recommend policy and procedural improvements.
- Coordinate the activities of the Utilities Department with those of other departments and agencies. Meet with and represent the City in project development and negotiations with regional agencies such as Valley Water and our SCRWA partner, City of Morgan Hill.
- Serve as the City's representative on all local, regional, and state-level boards including those at Valley Water to ensure that the City has representation for all matters impacting Gilroy rate payers.
- May be assigned to support the Operations Branch, or other branches, of the City's Emergency Operations Center.



## THE IDEAL CANDIDATE

The Director of the newly created Utilities Department will be a visionary thinker, innovative and inspiring, with exceptional management, interpersonal and communication skills. As the Utilities Director, it will be important to effectively build the department and lead the team in a dynamic environment. The ideal candidate will have extensive experience overseeing and managing water and wastewater capital improvement projects and maintenance of existing systems, working with cutting-edge technology, having a desire to manage challenging and exciting projects and thriving in a changing environment. The ideal candidate will ensure Gilroy is well-represented with SCRWA and will be proactive in overseeing the City's involvement with the wastewater treatment plant.

The ideal candidate will bring extensive knowledge of current trends and best practices that impact and influence all aspects of water and wastewater management as the City of Gilroy increases in population and expands its services. It is also essential for the next Utilities Director to have experience working with other City departments, interacting and answering inquiries from the community, representing the Department at council meetings and building relationships with neighboring agencies to ensure a seat at the table from a regional utility perspective.





## QUALIFICATIONS

- A Bachelor's degree from an accredited college or university in civil engineering, public administration, business administration or related field of study. A Master's degree in civil engineering or public administration is desired, but not required.
- Ten years of increasingly responsible, professional-level experience in municipal public works/utilities-related engineering or maintenance with at least five years of experience that has included management and supervision of professional, technical and support staff.
- Possession of a valid Certificate of Registration as a professional civil engineer issued by the California State Board of Registration for Civil and Professional Engineers is desired, but not required.
- Intermediate computer skills are required.
- Must possess and maintain a valid California Driver License and a safe driving record necessary to operate an assigned vehicle(s).

## SALARY AND BENEFITS

**The current salary for the Utilities Director is: \$189,252 - \$252,375.**

The City also offers an attractive compensation package that includes a 5% COLA adjustment scheduled for 7/1/2024.

### **The excellent benefits package includes:**

- **Retirement:**
  - Classic members: CalPERS 2.5% @ 55 formula with employees paying 8% on a pre-tax basis.
  - New hires: CalPERS 2.0% @ 62 with employees paying 50% of the total normal cost as set by CalPERS (currently 8%).

- **Health Insurance and Flexible Benefits Plan:** The City contribution toward medical and dental cafeteria plan is \$2,604.61 per month in 2023 and \$2,734.95 per month in 2024.
- **Vacation:** The annual vacation accrual ranges from two to four weeks per year based on City of Gilroy years of service.
- **Holidays:** The City observes 11 paid holidays per year.
- **Administrative/Personal Leave:** 56 hours of administrative leave and 44 hours of personal leave is granted in July of each fiscal year. Leave must be used during the fiscal year.
- **Sick Leave:** Employees accrue 8 hours of sick leave each month.
- **Retention Range Extension Program:** After completing five years of service, earning more than 95% of the regular salary range for the position for at least one year, and with strong work performance, the employee can earn up to 3% additional pay.
- **Vehicle Benefit:** A dedicated vehicle will be provided for use during the workday for purposes of visiting various sites in the field. This is not a take-home vehicle.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

### **This position will be open until October 27, 2023**

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/utilities-director/>

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 participate in a virtual screen with the assigned recruiter. Koff & Associates will then present their findings in a report to the City. The City will then select candidates who will be invited to participate in a formal, in-person interview process.

The successful candidate must pass an employment background check, including a Department of Justice criminal records check. The successful candidate may also be required to pass a post-offer medical examination, which includes a drug test.