



CITY OF
WOODLAND
CALIFORNIA

Deputy Director of Public Works - Utilities



Koff & Associates
A Gallagher Company



THE COMMUNITY

Woodland has a population of roughly 61,000 and is the seat of Yolo County. It is situated in California's Central Valley, about 20 miles northwest of Sacramento at the intersection of Interstate 5 and State Route 113. Twelve miles south is the City of Davis, with its University of California campus. Waterways include the Yolo Bypass and Sacramento River to the east, Willow Slough to the southeast, and Cache Creek to the north.

Woodland has over 150 years of history, which is reflected by an impressive stock of historic buildings in the downtown area and surrounding neighborhoods. Woodland's agricultural heritage plays an important economic role in Woodland influences the community's distinct identity.

Woodland also has a robust and growing industrial sector due to extensive access to freight rail, two major interstate highways, an international airport, and nearby delta ports. Agricultural innovation is a growth industry due in part to Woodland's proximity to fertile land and cutting edge resources like AgStart and UC Davis. Woodland's food and ag enterprises include farm operation, seed research and technology, value-added food producers and processors, and more. Soon, Woodland will be home to the

Woodland Research & Tech Park, a 350-acre work/live campus offering over 2 million square feet of research park office and lab space in addition to diverse housing options, parks, and retail.

THE DIVISION

The City of Woodland Public Works provides and maintains public works infrastructure, related facilities and services in a cost-effective manner to meet the current and projected needs of the City. For the Utilities Division this means efficiently providing safe, and reliable Water, Sewer, and Storm service to the community. Utilities provides routine maintenance and operation and emergency response for City facilities. These include 210 miles of gravity and 6 miles of forced sewer main, 140 miles gravity storm main and 15 miles of open ditches. The City has 3 storm and 3 sewer lift stations, 9 wells, a 3 million gallon water storage tank and storage tower, and 280 miles of pressurized water mains serving over 18,000 connections.

Woodland has a strong commitment to innovation. The City recently transitioned from groundwater to surface water after constructing a \$250 Million joint powers treatment plant. The City also constructed three aquifer storage and recovery (ASR) wells, capable of injecting more than 4.5 million gallons every day (MGD) during the winter. The legacy groundwater wells provide a redundant supply placing Woodland in the forefront of resilient infrastructure. The City also has a reclaimed water utility which currently distributes more than 0.5 MDG, with plans for expansion in the near future.

The City is constantly renewing and improving its infrastructure through a proactive Capital Improvement Projects (CIP) program. Last year a new storm water lift station was constructed and this year a new storm drain outfall through the levee was constructed. Working with Engineering, Public Works is currently in the midst of a Sewer Treatment plant master plan. The City's 10 MGD (rated, 4.5 MGD flow) plant was renovated approximately 10 years ago to include a Modified Ludzack-Ettinger process and increase the efficiency of the ponds. The city has recently piloted new processes and technologies to further treat the pond effluent.



Preventative maintenance is extremely important within Public Works. Utilities has a very robust program in sewer and water, exercising and inspecting 20% of the water valves and other appurtenances and cleaning and CCTVing 20% of the collection system annually. An annual collection lining project further improves flow and prevents infiltration. All the data from these inspections captured on the City's state of the art GIS system and is used to determine future CIP projects.

THE IDEAL CANDIDATE

The ideal candidate has the perfect blend of innovation and professionalism. They are organized and can think creatively to produce innovative solutions for meeting new challenges. They will be customer service oriented with strong communication and interpersonal skills, and will work well with the public, staff, executive leadership, and elected officials. They will be proactive in collaborating with other city departments, business leaders, and the Public Works leadership regionally. The ideal candidate will be a resilient, inquisitive professional the highest moral character and integrity, be welcome to new ideas and build a strong connection with the community.



THE POSITION

Under the direction of the Public Works Director, the Deputy will develop and manage staff and programs of the Water and Wastewater Divisions, and providing highly responsible technical assistance to a staff of 37. They will assist the Engineering Division in the planning and designing of municipal construction and capital improvement projects and supervise their inspection. This includes the work of the following work groups within Public Works: Potable and Recycled Water Production/Distribution, Stormwater/Sewer Collection, Treatment and Pretreatment, and the Wastewater Treatment Laboratory. The Deputy will receive general supervision from the Director of Public Works, and exercise discretion and independent judgment with respect to assigned duties.

Essential Responsibilities:

- Manages the Utilities Division; responsible for managing multiple work groups in sewer, water and storm.
- Participates in the planning, design, and construction of water, wastewater, stormwater, recycled water, and aquifer storage and recovery CIP and maintenance projects.
- Participates in the development and implementation of operation and maintenance budgets and programs.
- Oversees and administers the assigned duties and programs in compliance with federal, state, and local guidelines, requirements, and regulations.

MINIMUM QUALIFICATIONS

Education and/or Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major coursework in construction technology, chemistry, biology, engineering, environmental science, business or public administration, or a related field.

Experience:

Six (6) years of increasingly responsible experience in water or wastewater utility administration including two (2) years of executive administrative and supervisory responsibility. Bilingual experience is a plus.

Required Licenses:

- Must possess and maintain a current, valid California driver's license
- One or more of the following are required upon hire
 - Possession of a current Grade V Water Distribution Operator Certificate issued by the State Water Resources Control Board (SWRCB).
 - Possession of a Grade V Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board (SWRCB).
- A Registered Engineer with the State of California is highly desirable.

SALARY & BENEFITS

\$10,671 - \$13,681 (\$128,058 - \$164,183 Annually)

The following are some of the excellent benefits that the City of Woodland offers to its employees:

- **Vacation:** 7 hours per month during the first 3 years of service
- **Health Plans:** CalPERS Medical Insurance Plans, including HMOs & PPOs. The City gives an allowance toward the cost of insurance, the maximum Family Allowance for 2024: \$2,195.79/Month. The City offers paid Delta Dental and VSP Vision insurance.
- **Retirement Programs** are available through CalPERS (2% @ 60 for Classic CalPERS members and 2% @ 62 for new CalPERS members).
- **Voluntary Benefits:** Supplemental Life, Cancer, Accident Only, STD/LTD, Critical Illness insurance, and Flexible Spending Accounts (FSA).
- **Life Insurance:** The City provides \$50,000 life insurance policy.
- **Administrative Leave:** 96 hours of leave time given each fiscal year.
- **Bilingual Pay:** \$200 per month upon certification
- **Professional Growth Incentive:** \$625 per year for additional educational or professional activities.

**Benefits described herein do not represent a contract and may be changed without notice.*

APPLICATION PROCESS

The position will close on February 16, 2024. To be considered, please submit a resume, cover letter, and three work-related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/deputy-public-works-director/>

For additional information, please contact:



Chelsea Freeman
Phone (510) 570-3844
chelseas_freeman@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 consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

