



WEST VALLEY WATER DISTRICT

Director of Engineering



THE WEST VALLEY WATER DISTRICT

Located in Rialto, California in San Bernardino County, West Valley Water District (District) has served the Southern California communities of Bloomington, Colton, Fontana, Rialto, unincorporated areas of San Bernardino County and Jurupa Valley since 1952.

During its early years, the District supplied more water for agricultural purposes than for domestic use. During the 1970s and 1980s, the District grew, and homes, businesses, schools and parks soon surpassed agricultural water use. There were mergers where smaller water companies became a part of the District's system. Over the years, through name changes and consolidations, the mission has always remained the same: to provide customers with safe, high quality, and reliable water service at a reasonable rate and in a sustainable manner.

As the region continued to grow, the District continued to look ahead and partner with others to provide essential water services. In 1992, the District was a key partner in building five miles of new pipeline to bring much-needed water from the Bunker Hill Basin to the District's service areas. In 1993, the District partnered with the City of Rialto to build the Oliver P. Roemer Water Filtration Facility (Roemer WFF) which treats water from both Lytle Creek and the State Water Project. The Roemer WFF has been expanded twice, includes a hydroelectric generation plant, and construction of a \$60M expansion to 21mgd now underway. The District's innovation and stewardship was on full display in 2016 as the nation's first perchlorate treatment facility was brought online to bring clean water directly to customers using bioremediation technology.

Today, the region continues to grow and prosper with new businesses, schools, parks, and home developments. The District now serves nearly 100,000 customers over a 32 square-mile area with 23 wells, 360 miles of waterline, 26 reservoirs, and a talented, high-performing staff of 88. Now, with new leadership and direction, the District is experiencing a renaissance as it advances as a regional leader, a preferred workplace, and a model, high-performance water utility that is innovative, customer-service oriented, and results-driven. It is one that is recognized for its leadership, partnership, stewardship, and excellence.

GOVERNANCE and TRANSPARENCY

The District's Board of Directors consists of five members from our community who are elected by Division. Each Director serves a term of four years, with terms overlapping. The Board of Directors develops the policies that govern the District. The District General Manager is appointed by the Board to oversee the day-to-day operations of the District in accordance with the policies and procedures established by the Board. The District currently has an annual budget of \$38M and \$140M budgeted in the 5 year CIP.

As a public agency, the District's Board of Directors, Management and Staff are committed to the highest levels of transparency and accountability regarding all District operations and business practices. This was recently validated by the Government Finance Officers Association which just awarded the District the exclusive Triple Crown award for excellence in financial reporting across multiple spectrums.

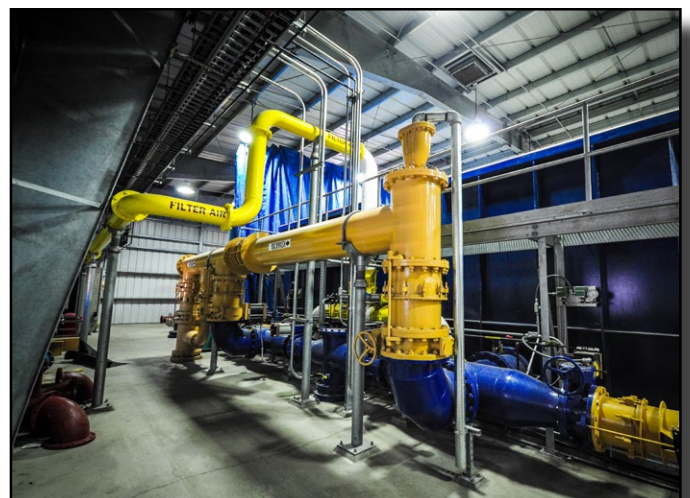
To learn more about the West Valley Water District, go to:
www.wvwd.org

AN OUTSTANDING CAREER OPPORTUNITY

The Director of Engineering, as Department Head, shall understand the District's mission, strategic goals, values and policies while directing, planning, organizing, and supervising the efficient operation of the Engineering Department, including capital projects, development services, inspection, construction management, water resources and GIS. This position provides expert professional assistance and guidance to the District's Board, managers and supervisors on development and construction projects. Technical knowledge is critical to the position combined with strong communication and leadership skills, able to motivate and enhance employee morale and provide professional development. The incumbent also functions as a member of the District's executive management team and participates actively in addressing issues of concern to the District, which at times may not have a direct impact on the incumbent's area of specialization.

Essential Duties include but are not limited to the following:

- Theories, principles, practices, and techniques involved in the design, construction, maintenance and operation of a water production and distribution system





- Principles, theories and practices of asset management, computerized maintenance management, fleet management, energy management, corrosion management, information technology, and SCADA system management
- Theory, principles and practices of environmental research, planning and regulatory compliance; federal, state and local laws, regulations and permitting requirements applicable to water quality and environmental compliance, including the Safe Drinking Water Act, the Clean Water Act and the Federal Stormwater Rule
- Pertinent federal and state codes and regulations involved in discharge permit and ELAP certification; organization and functions of an elected board of directors; the Brown Act and other laws and regulations governing the conduct of public meeting
- Principles and practices of public administration, including long-range planning, budgeting, purchasing and maintaining public records.
- Research methods and statistical analysis techniques
- District human resources policies and labor contract provisions; safety policies and safe work practices applicable to the workplace.

THE IDEAL CANDIDATE

The ideal candidate will be a collaborative, proactive team builder with effective communication and interpersonal skills necessary to build and maintain strong relationships both internally and externally with regional, state, and federal agencies, other special districts, trade associations, environmental entities, customers, District leadership, staff, and the Board of Directors. This is an exciting opportunity for an effective manager to foster a cohesive and positive working environment, and to mentor and develop employees for the next step in their careers. A strong base of knowledge in water systems, water issues, regulatory compliance, business practices and principles, management, supervision, and the budget process are essential. The preferred candidate will be an energetic, optimistic, self-starter who can coach and motivate staff and deliver results both individually and as a team effort. The incumbent will be self-motivated with good judgment and high ethical standards; have excellent verbal and written communication skills along with the ability to multi-task and organize.

Key Competencies and Characteristics

- A solid leader and role model with a positive presence who demonstrates initiative, is results-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- An active problem solver and decision-maker who anticipates and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, involving others as needed.
- A relationship builder committed to excellence with a strong customer service ethic and the ability to empower employees while also holding them accountable.
- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities.
- Excellent written and verbal communication skills with the ability to articulate clear and direct information to various audiences.
- A leader who is collaborative and supportive in working with executive leadership and all others to ensure accountability and working towards a common set of goals.
- A person with the highest ethical standards who commands the trust and respect of peers through conduct of high integrity and professionalism.
- Understands County, regional and State water issues and trends and the Integrated Regional Water Management (IRWM) collaboration and funding processes which includes County, regional, Tribal and State entities.





QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

- Equivalent to Bachelor's degree in Civil, Mechanical Engineering or related field.
- Ten (10) years of progressively responsible experience in engineering and planning.
- A minimum of five (5) at a manager or supervisory level.
- Experience in a public agency is preferred.
- Registered as a Professional Civil Engineer in the State of California.
- Possession of SWRCB Certification as a Water Distribution Systems Operator and/or Water Treatment Operator is desirable.

SALARY AND BENEFITS

The salary range is \$126,507 - \$207,563. (The District is completing a compensation study and the salary range for this position is currently under review.)

West Valley Water District offers an excellent benefits package and contributes 100% of the monthly premiums.

- **Health Insurance** - Becomes effective the first of the following month after date of hire for self and family.
- **Dental Insurance** - Becomes effective the first of the following month after date of hire for self and family. Coverage includes orthodontic benefits after one year of employment.
- **Vision Service Plan** - Becomes effective the first of the following month after date of hire for self and family.
- **Long-Term Disability Plan** - Becomes effective the first of the following month after thirty (30) days of employment.
- **Life Insurance Plan** - Becomes effective the first of the following month after thirty (30) days of employment. The coverage through The Standard provides a flat amount policy for both Basic Life and AD&D covered for \$300,000.

- **Employee Assistance Program (EAP)** - Becomes effective the first of the following month after thirty (30) days of employment.
- **Tuition Reimbursement Program** - Up to \$5,000 annual tuition per fiscal year.
- **Sick Leave** - 96 hours of sick leave per year
- **Holidays** - District employees receive 13 holidays per year plus two floater holidays.
- **Annual Vacation Allowance** - 120 hours (1-4 years).
- **Management Leave** - 80 hours per year for Executive Management.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Monday, March 11, 2024.

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/wvwd-dir-of-engineering/>

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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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 District. The District 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.

