



CITY OF
**PALO
ALTO**

Manager Water Quality Control Plant



The Community

Palo Alto, known as the “Birthplace of Silicon Valley,” is home to 69,700 residents and nearly 100,000 jobs. Unique among city organizations, the City of Palo Alto operates a full array of services including its own gas, electric, water, sewer, refuse and storm drainage provided at very competitive rates for its customers. The City of Palo Alto offers robust community amenities including 36 parks, 39 playgrounds, five community and youth centers, 41 miles of walking/biking trails and five libraries. The City also manages a regional airport and provides fire, police and emergency services. Palo Alto is an award-winning City recognized nationally as innovative and well-managed, one of a small number of California cities with a AAA bond rating. City services and performance also receive high marks from community members in the annual citizen survey conducted by Polco (previously National Research Center).

As the global center of technology and innovation, Palo Alto is the corporate headquarters for many world-class companies and research facilities such as VMWare, Hewlett-Packard, and Tesla. Home to Stanford University and a top-ranked public school system, Palo Alto also features beautiful and historic residential neighborhoods, vibrant shopping and retail districts. Palo Alto has a highly educated and culturally sophisticated citizenry that is actively engaged in making a difference both locally and globally.

The City of Palo Alto is more than 100 years old and is named after a majestic 1,000-year-old coastal redwood tree along San Francisquito Creek, where early Spanish explorers settled. The blend of business and residential areas anchored by a vibrant downtown defines Palo Alto’s unique character. A charming mixture of old and new, Palo Alto’s tree-lined streets and historic buildings reflect its California heritage. At the same time, Palo Alto is recognized worldwide as a leader in cutting-edge technological development.

The City Government

Palo Alto is a Charter City and has a council-manager form of government in which the seven-member, popularly elected City Council appoints the City Manager, who in turn oversees a dynamic Executive Leadership Team in the operation of departments employing approximately 1,000 staff. This vibrant organization enjoys a strong, collaborative, and open environment.

The Water Quality Control Plant

Owned and operated by the City of Palo Alto, the Plant treats wastewater for the communities of Los Altos, Los Altos Hills, Mountain View, Palo Alto, Stanford University and the East Palo Alto Sanitary District. The plant traces its history back to the first sewer network in the City begun in 1898. Throughout the intervening 126 years, the City has created a world-class system treating

water to the highest standards. The Plant is now undergoing a \$500,000,000 capital improvement project which will keep the Water Quality Control Plant on the cutting edge of technology for years to come. First and foremost, The Plant management and all of our 55-member strong staff, considers ourselves dedicated stewards of the environment of Palo Alto and the entire San Francisco Bay. Our commitment and dedication to our work has earned us numerous industry awards over the years. Click [here](#).

To learn more about the Plant’s history, click [here](#).

The Position

The Regional Water Quality Control Plant Manager manages the operation and maintenance of the Regional Water Quality Control, the production of recycled water, and is responsible for compliance with all Federal, State and local regulatory requirements. The Plant Manager establishes quality standards for operations and maintenance and supervises all aspects to ensure attainment of quality performance. Further, the Plant Manager is responsible for contractual agreements with RWQCP partners agencies. Incumbents are responsible for planning and assessing operational goals and objectives related to one or more department functions and/or programs.

Typical duties include: developing budgets and allocating resources, developing and implementing cost recovery strategies, internal and external

functional coordination, preparing and presenting written and oral reports to boards, commissions, and the City Council, preparing RFPs, evaluating proposals, negotiating contracts, and overseeing consultant services, supervising other managers, supervisors, and line employees, making hiring and firing recommendations, evaluating performance, coaching and training, and discipline. Incumbents resolve more complex customer service issues. The Plant Manager establishes effective and cooperative working relationships with other divisions and departments, representatives of public, community and regulatory agencies, elected and appointed officials, and others.

Distinguishing Characteristics

This classification is at the division management level. Incumbents plan and assess operational goals and objectives related to one or more department functions or programs. This class is distinguished from the Assistant Director classification in that the former is charged with planning and assessing divisional goals and objectives and the latter serves as an administrative manager with department-wide authority and/or technical responsibilities.

Essential Duties

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Manages the operations and maintenance of the water quality control plant and water recycling plant, including laboratory operations, to include overseeing the

development and administration of policies, procedures, program, goals and objectives; participates in annual and long-range planning activities to anticipate and coordinate the need for, or reduction of, future resources.

- Develops and implements quality standards for water quality control operations and maintenance activities.
- Represents assigned division, department, or the City-at-large to the public, to other agencies, and to regional and sub-regional committees, including conducting public meetings, making presentations, and responding to requests for information.
- Reviews, prepares and presents reports on division programs and activities; disseminates compliance reports to applicable Federal, State, and local regulatory agencies.
- Establishes quality standards for operations and maintenance activities to ensure acceptable levels of performance.
- Oversees facilities to ensure compliance with applicable OSHA and City safety standards and programs.
- Oversees the maintenance and operation of applicable plant facilities.
- Supervises staff at all levels of skill and education; prepares and develops budgets; manages grant and other funds; and participates and committees at all levels, both community and with regional partners.
- Manages large capital improvement projects.

- Contributes to the financial management of the plant.
- Negotiates contracts with partner agencies.

For a complete list of Essential Duties, as well as required Knowledge and Skills, click [here](#) .

Ideal Candidate

The ideal candidate has thorough experience in the operation and management of a state-of-the-art wastewater treatment plant. The incumbent has demonstrated excellent communication, organizational and managerial skills. The Plant Manager is a leader and can manage large and complex projects in coordination with external and internal stakeholders. This person can relate well to staff who are at every level of experience, from blue-collar to PhD's. Further, the incumbent has experience in collaborating with internal stakeholders at all levels, as well as with external partners, regulators, etc. While an engineering as well as operations background is ideal, as well as senior-level management experience, experience managing large capital improvement projects, as well as financial experience, etc., the most important key attributes include strong operational knowledge and experience. The ideal candidate need not have all of the experience recounted here.





Qualifications

Experience and Education Guidelines: Sufficient education, training and/or work experience to demonstrate possession of the required knowledge and skills, which would typically be acquired through:

Education: Bachelor's degree in a related field. A Master's degree is preferred.

Experience: Seven years of directly related experience, including two years of supervisory or management level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licenses, Certificates and Other Requirements: Valid California Driver's License; Grade V, State Water Resources Control Board, Wastewater Treatment Plant Operator Certificate.

Compensation And Benefits

The salary range is \$156,083 - \$234,104 annually annually; placement within the range will depend on qualifications and experience. *Effective the first full pay period following July 1, 2024, this classification will receive a four percent (4%) salary increase.*

In addition to salary, Palo Alto offers a competitive benefits package, described in more detail [here](#), for benefits, that includes but is not limited to:

Work Schedule – 9/80 work schedules available.

Retirement – CalPERS 2% @ 60 formula for Classic employees with an 8% employee contribution; 2% @ 62 formula for New Members with an employee contribution of 50% of the normal cost (currently 7.25%).

Medical Plan – City pays a flat rate contribution (in 2024, up to \$2,260 per month for family coverage) and employee pays in accordance with health plan option selected, between \$0 to \$888 per month.

Dental and Vision Plans – Fully paid.

Vacation – 120-200 hours annually, depending on years of service, with option for cash out once a year.

Management Leave – 80 hours per calendar year, eligible for cash-out.

Sick Leave – 96 hours per year.

Holidays – 12 paid holidays per year.

Floating Holiday – One floating holiday each calendar year in acknowledgement of days of historical significance.

Life and AD&D Insurance – Fully paid up to annual salary.

Additional Benefit – Annual contribution of \$2,500 for IRS Section 125 compliant uses such as Flexible Spending Accounts, Non-taxable Professional Development Spending Account, deferred compensation, or health club membership.

The City does not participate in CA State Disability Insurance (SDI) or Social Security. Since the City does not participate in SDI, City employees are not eligible to claim against the State's Pregnancy Disability Leave or Paid Family Leave programs.

Application Process

The final filing date is Friday, May 17, 2024. To be considered, please submit a resume, cover letter and five work-related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/manager-water-quality-control-plant/>. Resumes should reflect years and months of positions held as well as size of past organization(s).

For additional information please contact:



Pete Smith, Senior Recruiter
510.342.3233

Peter_smith1@aig.com

www.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.

The City of Palo Alto is an Equal Opportunity Employer (EOE). In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.