



CITY OF GLENDALE, CALIFORNIA



# Water Engineering Manager

## THE COMMUNITY

The City of Glendale was incorporated on February 16, 1906, and spans approximately 30.6 square miles with a current population of about 203,054. Strategically positioned among Los Angeles, Hollywood, Burbank, and Pasadena, Glendale stands as the fourth largest city in Los Angeles County and is proud of its big city amenities complemented by its small-town feel. Given the City's consistent ranking as one of the 10 safest cities in the country, its popularity as an excellent place to live, work, and explore is no surprise.

The City is conveniently located near major freeways, providing easy access to business, recreational, and other locations throughout Southern California. Glendale also offers its own bus service, the Beeline, with 13 routes connecting customers to the City of Burbank, Jet Propulsion Laboratory, and the Metrolink Stations in Glendale and Burbank. Glendale is one of Southern California's leading office markets featuring a wide range of properties and amenities. The City has over six million square feet of office space and is home to such recognized companies as Walt Disney Imagineering, DreamWorks, Public Storage, and LegalZoom.

Adding to its convenient locale, the City is also part-owner of the Hollywood Burbank Airport. With several major airlines in service, the airport offers direct flights to major hubs across the country and the Pacific Rim. In 2016, voters overwhelmingly approved Measure B which supports the construction of a new 355,000-square-foot replacement terminal with 14 passenger gates and other promising modernization efforts. It is the only airport in the greater Los Angeles area with a direct rail connection to downtown Los Angeles.



With three outstanding hospitals, Glendale is also known for its exemplary medical care. The community is known for its outstanding public educational system with students consistently outscoring the local, state, and national averages. Glendale Community College, one of California's largest two-year colleges, enjoys a statewide reputation for excellence. Notable four-year colleges and universities are also within a short distance from city limits including Caltech, Occidental College, and ArtCenter College of Design.

## CITY GOVERNMENT

Glendale is a charter city governed by a City Council/City Manager form of government. Five Councilmembers are elected at-large and serve 4-year staggered terms. Each year, the Council selects one member to serve as Mayor. Other elected officials include the City Clerk and City Treasurer, while the City Council appoints the City Manager and City Attorney. Glendale is a full-service municipality with its own Police, Fire, and Water & Power Departments.

To learn more about the City of Glendale, go to <https://www.glendaleca.gov/>

## THE GLENDALE WATER & POWER DEPARTMENT

Glendale Water & Power (GWP) is a municipal utility that serves the residents and community of Glendale, including over 34,000 water and 90,000 electric customers. Glendale's water supply comes from a diverse and resilient portfolio of sources, with its main source being the Metropolitan Water District of Southern California (MWD). In addition to MWD-supplied water, Glendale pumps groundwater to supply about 25% of its water. This water is treated at the Glendale Water Treatment Plant to help clean up the basin as part of an Environmental Protection Agency Superfund project. The treatment plant removes chemicals and metals using multiple treatment processes along with disinfection to ensure water quality meets or exceeds all State and Federal drinking water standards.



The City of Glendale also co-owns the LA-Glendale Water Reclamation Plant. Currently, 6-7% of the City's total water demand is met with recycled water with several projects planned that would increase recycled water use.

The department has 360 employees with an annual operating budget of \$415 million. GWP is organized across five divisions: Administrative Services, Electrical Services, Water Services, Power Management Services and Utility Finance & Risk Management Services.

The **Water Services Division** is comprised of four units: Water Engineering, Water Operation, Water Distribution, and Water Quality. The Water Services Division team of 60 dedicated professionals is supported by an annual operating budget of \$60 million and a CIP budget of more than \$12 million for FY 2023-24. Annually, the Division treats and delivers more than 7 billion gallons of safe and reliable drinking water. To make this happen, GWP employs a team of skilled professionals who:

- Take approximately 50,000 water quality samples each year,
- Manage a cross-connection control program,
- Monitor and test nearly 2,200 existing backflow prevention assemblies, and
- Proactively operate the water system to maintain water quality.

GWP invests in its future by replacing or rehabilitating aging infrastructure and building new assets that improve the system, while systematically maintaining existing assets.

*GWP's Vision - To deliver reliable, high quality, environmentally sensitive, and sustainable water and power services to customers in a caring and cost-competitive manner, while creating a stimulating and rewarding work experience for employees.*

Additional information on the Department can be found at: <https://www.glendaleca.gov/government/departments/glendale-water-and-power>

## THE POSITION

The Water Engineering Manager serves a one-year probationary period and is responsible for the management and oversight of the Water Engineering Section of Glendale Water & Power, as well as the direct supervision of immediate subordinate staff. Additionally, this position acts as the lead manager for the Water Operations, Distribution, and Water Quality Sections in the absence of the Chief Assistant General Manager or Assistant General Manager – Water Services.



### **Essential functions of this position include, but are not limited to the following:**

- Ensure Department services are provided with exceptional customer service and the highest level of ethical standards.
- Direct and oversee the Water Engineering Section and its two primary subdivisions: Project Delivery and Operations Engineering.
- Ensure that the planning, design, and operation of water facilities are performed in accordance with Local, State and Federal regulations.
- Administer the Capital Improvement Program including engagement with customers and developers in the installation and relocation of water services.
- Provide technical support to the Water Distribution Maintenance Section. Ensure that GWP capital and developer projects are completed on a timely basis and in the most cost-effective manner.
- Oversee the preparation of cost estimates, designs, drawings, specifications, and operating procedures for the installation of water mains, services, fire hydrants and other distribution system equipment.
- Provide construction management for projects directly and using contracted support, as needed, including physical inspections of construction in progress, approving progress payments, and managing change orders.
- Ensure Water Division maps and records are accurately maintained and updated in a timely manner.
- Oversee the project planning function that drives the Capital Improvement Program and the operational strategy function that provides high level analysis and support to the Water Operations Section and Water Quality Section.

- Oversee both short and long-range planning for water supply, storage, and distribution facilities including regular revisions to the water system master plan and preparation of engineering studies that provide planning level details and costs of future capital improvements.
- Provide support to the Water Operations Section on the asset management program including preventive maintenance planning, and asset and maintenance activity documentation and analysis. Provide technical assistance with improvements or modifications to the local and remote control of the water facilities, as well as technical assistance to the Water Quality Section on regulatory analysis and reporting, and with analysis and improvements in operating the water system efficiently from a water quality perspective.
- Other duties will apply as needed and assigned.

This position offers an excellent opportunity to participate in both the City's Water Master Plan and the Recycled Water Master Plan, among other key projects.

## THE IDEAL CANDIDATE

The ideal candidate will be a collaborative, strategic 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, environmental entities, customers, staff, and the City Council. 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, project 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. 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 key stakeholders 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, and State entities.



## QUALIFICATIONS

- Bachelor's Degree in Civil or Mechanical Engineering or a related field.
- Master's Degree in Civil or Mechanical Engineering, Public/Business Administration, or a related field is desirable.
- Eight (8) years of recent progressively responsible professional experience in the water industry of which four (4) years must be in a supervisory capacity.
- Registration as a Civil Engineer with the California State Board for Professional Engineers, Land Surveyors and Geologists.

Experience in one or more of the following areas is desirable: pump station design; grant and proposal writing for Federal and State grants; preparation of water master plans; concepts and processes of disinfection and water treatment; asset management, working with the Metropolitan Water District of Southern California; well design and well drilling and maintenance; water rate design; and/or project/construction management.

## SALARY AND BENEFITS

**The salary range for this position is \$140,869.56 - \$204,912.84.**

**The City of Glendale offers a competitive benefits package that includes:**

- **CalPERS Retirement** – 2.0% @ 55 for Classic PERS member employees. 2.0% @ 62 for new PERS members. The employee pays the entire PERS employee contribution of 7% (“classic” members with 2.0% @ 55 formula) or 9% (PEPRA members with 2.0% @ 62 formula), plus 1.75% of the employer’s contribution (1.50% for PEPRA). Level 4 Survivor benefits.
- **Medical** – The City offers medical coverage through Anthem Blue Cross as well as Anthem California Care HMO and Kaiser Permanente plans.
- **Dental** – Three different dental plans are available.
- **Vision** – The City provides the Vision Service Plan (VSP) for employees and their eligible dependents at no cost to the employee.
- **Long-Term Disability** – City provided; replaces 66.67% of monthly income up to a \$15,000 monthly maximum less deductible income.
- **Term Life** – City provided term life insurance equal to 133% of annual base salary, up to a maximum of \$500,000.
- **Vacation** – Accrual rate based on years of service ranging from 6.667 hours per month to 13.33 hours per month. Credit for previous years of service may be considered.

- **Holidays** – 124 hours per year (11 City designated holidays plus 25 hours of floating leave).
- **Management Leave** – Up to 80 hours per year.
- **Sick Leave** – 96 hours per year.
- **Deferred Compensation** – Voluntary 457 deferred compensation and 401(a) defined contribution plans available.
- **9/80 Work Schedule** – Alternating Fridays off.
- **Telework** – Upon successful completion of the annual probation period, employees may be approved to telework one day per pay period, subject to approval by the General Manager.
- **May be eligible for Auto Allowance** – Up to \$450 monthly.
- **Physical Fitness/Professional Development Plan** – \$450 per year.
- **Additional Benefits** – Retiree health savings plan (RHSP) after 5 years of full-time service, Employee Assistance Program (EAP), Flexible Spending Account (FSA), and tuition reimbursement.

To view the full list of benefits, go to: <https://www.glendaleca.gov/government/departments/human-resources/benefit-information/active-employees>

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**The final filing date is Friday, September 13, 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/water-engineering-manager/>

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 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.