



CITY OF LOMITA, CALIFORNIA

# Water Systems Superintendent



## ABOUT LOMITA

Incorporated in 1964 and located at the base of the Palos Verdes Peninsula in the South Bay of Los Angeles County, the City of Lomita is a close-knit and friendly community made up of young families and small businesses. Lomita is just a short 15 minute drive to the beach in an area known for its wonderful coastal California climate and convenient location in the South Bay.

Lomita boasts a small-town feel that is unique within the Los Angeles metropolitan region. The City is home to five parks and a Railroad Museum dedicated to the era of the steam engine. With a diverse and inclusive population of just over 20,000, Lomita thrives on creating a welcoming home for residents from all backgrounds. The mission of the City of Lomita is to provide a healthy, safe, and friendly small-town community where everyone can successfully live, work, and play.

## ABOUT THE ORGANIZATION

Lomita is a contract city comprised of five departments with a total of 49 full-time staff and 42 part-time staff. The City of Lomita administration, including its department heads, and public employees are under the direction of the City Manager, who reports directly to the five City Council Members elected by the residents. The mayor and mayor pro term positions rotate annually. The City Council recognizes and strongly affirms the council-manager form of government and respects City Council's role relative to the role of the City Manager. The Lomita City Council prides itself on working well together and with City staff to further their vision.

## THE DIVISION

The City of Lomita's water utility division is within the Public Works Department and its service area consists of four (4) pressure zones and covers approximately 2.0 square miles. The City provides water service to approximately 4,660 connections within the City limits through approximately 46 miles of pipelines, two (2) storage reservoirs, and one (1) City-owned pressure reducing station with backup booster pump station.

## CHALLENGES AND OPPORTUNITIES

In 2022, the City adopted a comprehensive Water Master Plan, which indicates that the majority (60%) of the City's water system pipes are 6" or 8" diameter, with 10" and 12" pipes comprising another 32% of the water system. Nearly half (45%) of the system is composed of asbestos cement pipe (ACP), 18% cast iron (CI), 17% is polyvinyl chloride (PVC), and 14% ductile iron pipe (DI). Although the City has undergone significant replacement and upgrades of the water pipeline infrastructure, some original pipes installed in 1923 remain operating in the system, with approximately 50% of the City's pipelines being over 50 years old. Over the last several years, the City has prioritized and will continue replacing many of these aging water pipe segments which has significantly reduced the number of water main breaks. In addition, the City's water treatment and production plant is currently offline due to the construction of a Granular Activated Carbon Filtration System to treat benzene and manganese, which is nearing final permitting stages for operation. The Water Superintendent will be responsible for managing this project to completion and oversee the operation of the water treatment and production facility.

## THE IDEAL CANDIDATE

The City of Lomita is seeking a highly qualified and experienced Water Systems Superintendent to lead our dedicated team. The ideal candidate will possess a unique blend of technical proficiency, strong leadership skills, and exceptional communication abilities to foster a cohesive and motivated team. The next Water Systems Superintendent values teamwork and recognizes the importance of each team member in contributing to the city's overall success. The Water Systems Superintendent should be a strategic thinker who can develop and implement long-term plans and initiatives to improve the efficiency and effectiveness of water services. They should have a forward-thinking mindset, staying informed of industry advancements and incorporating innovative solutions into the organization's operations. They will have the ability to communicate complex technical information in a clear and understandable manner to all stakeholders.

The City of Lomita offers a supportive and inclusive work environment where your contributions are valued. As the Water Systems Superintendent, you will have the opportunity to lead a dedicated team, make a significant impact on the community, and ensure the delivery of safe and reliable water services to our residents.





## THE POSITION

Under general direction, supervises and monitors the operational activities of the City's water treatment plant and water distribution systems; evaluates, tests, and analyzes plant processes for water collection and treatment infrastructures to ensure plant operations function at optimal efficiency and comply with all local, state, and federal regulatory agencies; monitors and evaluates existing processes for improved operational effectiveness; prepares a variety of administrative and regulatory reports; and performs related work as required.

Receives general direction from the Public Works Director. Exercises direct supervision over technical staff.

This is an at-will division-head class in the Water Operator series that exercises independent judgment on diverse and specialized water treatment plant maintenance and water distribution activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### Duties and responsibilities include:

#### Leadership:

Plans, manages, and oversees the daily functions, operations, maintenance, and activities of the City's water treatment plant and distribution system. Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures. Provides, plans, and implements training of all water operation staff on new or revised operational methods, processes, and procedures; reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations; provides technical advice and assistance to operations personnel when needed.

#### Compliance:

Responsible for the regulatory compliance of the water system and plant performance guidelines and objectives. Reviews,

coordinates, and implements local, state, and federal laws and regulations associated with water treatment and water distribution operations to ensure compliance. Inspects field work in progress for compliance with policies, procedures, safety guidelines, and work specifications. Supervises, inspects, and reviews the preparation of analytical data; monitors daily operational plant processes for efficiency, cost effectiveness, and regulatory compliance. Prepares, reviews, authorizes, and submits a variety of operational reports, regulatory reports, recommendations, and correspondence. Maintains files, databases, and records related to water treatment and distribution activities; prepares a variety of written reports, memoranda, and correspondence.

#### Budget and Administration:

Assists with the preparation, administration, and monitoring of the section budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding; authorizes payment of invoices; performs a variety of operational calculations to improve operations and reduce costs. Represents the City in meetings with members of other public and private organizations, contractors, and developers, to coordinate operational and regulatory compliance issues.

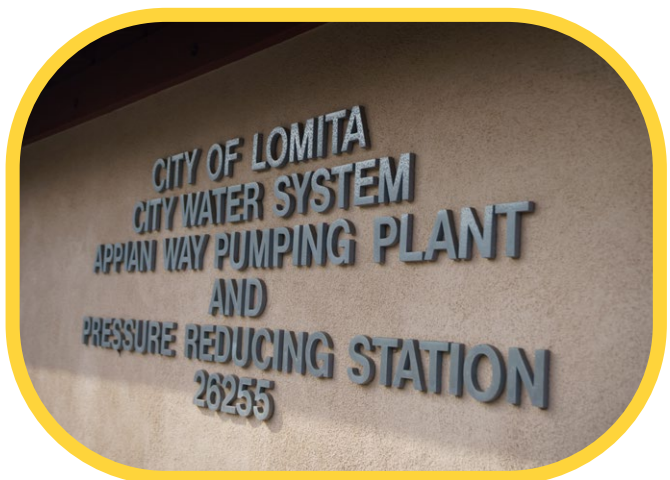
#### Operations:

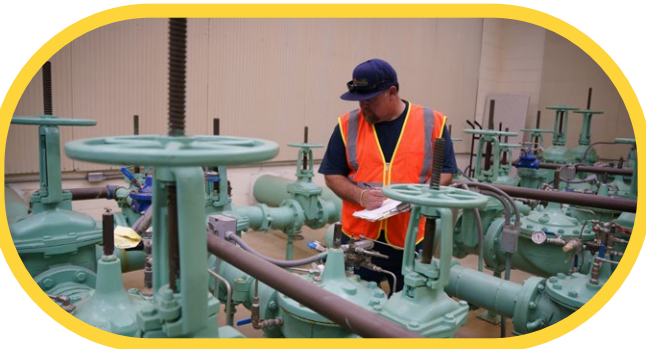
Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement. Assists and coordinates operations associated with plant Supervisory Control and Data Acquisition Systems (SCADA).

Oversees and ensures accuracy, efficiency, and timeliness of operational treatment processes to ensure water treatment operations function efficiently and with minimal interruptions.

#### Safety:

Responds to emergency situations, as necessary. Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.





## QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

### Education:

Possession of a high school diploma or G.E.D. supplemented by college-level coursework in water science or a related field.

### Experience:

Five (5) years of increasingly responsible experience in water production, water treatment, or a related field, including three (3) years in a supervisory capacity.

### Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Grade T2 California Water Treatment Operator's Certificate, to be maintained throughout employment.
- Possession of a valid Grade D3 California Water Distribution Operator's Certificate, to be maintained throughout employment.
- This position serves on call 24 hours per day, 7 days per week, and may be required to respond to emergencies. This is an at-will, exempt, management-level position.

## COMPENSATION AND BENEFITS

**The salary range for the Water Systems Superintendent position is \$9,624 - \$11,697/month.**

Agreed-upon salary will be dependent upon qualifications and experience. In addition, the City provides an excellent benefits package, which includes the following:

**Retirement** – CalPERS: New PERS Members 2% @ 62, Classic Members 2% @ 60. The City does not participate in social security. Deferred Compensation: Employees may contribute to the City's 457 plan up to the IRS annual limit.

**Health/Dental/Vision Insurance** – City contributes between \$1,420 and \$1,505 per month towards health, dental, and vision insurance, depending on the number of dependents enrolled. Fifty percent (50%) of any remaining money may be deposited into a Mission Square 457 deferred compensation account.

**Life Insurance** – Long-term disability, short-term disability, and \$50,000 group life insurance Plan provided by the City.

**Employee Assistance Program** – Full-time employees are eligible for participation in the Employee Assistance Program that provides confidential counseling and consultation services for family, stress, financial and legal issues.

**Vacation** – Accrual based on years of service with any public agency up to 240 hours per year.

**Sick Leave** – 108 hours per year (9 hours per month).

**Holidays** – 14.5 days per year (which includes the week between Christmas and New Year's) plus one personal holiday per year.

**Floating Holiday** – 1 floating holiday per fiscal year.

**Tuition Reimbursement** – Tuition reimbursement up to \$2,000 per fiscal year for courses related to job assignment or when pursuing a degree in a major with potential value to the City.

**Wellness Stipend** – \$150 per year towards wellness-related programs.

**Work Schedule** – 9/80 schedule with every other Friday off.

## APPLICATION AND RECRUITMENT PROCESS

**The final filing date is Friday, November 8th, 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/water-systems-superintendent/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).



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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 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.

