



CAMBRIA COMMUNITY SERVICES DISTRICT

POSITION SPECIFICATION

Note - This position is open until filled. Applications will be reviewed as received and interviews scheduled as appropriate.

Position	Utilities Department Manager
Organization	Cambria Community Services District
Location	Cambria, California
Reports to	General Manager
Website	www.cambriacsd.org

ABOUT THE DISTRICT

The Cambria Community Services District, formerly named the Cambria Water District, which was formed in 1967. Cambria Water District provided sewer services to the community. In 1976, the Cambria Community Services District (CCSD) was formed. This facilitated the expansion of CCSD services to include water, wastewater, fire protection, lighting, refuse, and Parks, Recreation, and Open Space. The CCSD is governed by a five-member board of directors elected by Cambria voters for four-year overlapping terms.

A special district is a very basic form of local government, special to the state of California. There are approximately 2,300 independent special districts in California. When residents or landowners want new services or higher levels of existing services, they can form a special district to pay for and administer them.

The CCSD is primarily funded by utility fees augmented by a small amount of property tax revenue. Today, there are three independent special districts in Cambria: The Cambria Community Services District, Cambria Healthcare District, and Cambria Cemetery District.

About Cambria

The town of Cambria, California is located halfway between San Francisco and Los Angeles on the Central Coast of California, approximately four miles south of Hearst Castle and fifteen miles north of Morro Bay. Cambria is considered one of the most desirable places to live in California. Within thirty minutes of San Luis Obispo and Paso Robles, Cambria offers a quality of life that provides unlimited outdoor amenities, rugged coastlines, rolling hills, clean air and a Mediterranean climate. Cambria offers excellent schools and a work environment that fosters teamwork, collaborative thinking and a sense of community.

THE OPPORTUNITY

Reporting to the General Manager, the Utility Manager is responsible for the supervision of fourteen employees, including a management analyst, six employees in the water department and seven employees in the wastewater department. The Utility Manager will be responsible for all District utility operations, including administration of consultant and construction contracts, managing, planning, organizing, developing, directing and reviewing programs related to CCSD water supply, production, treatment, storage, control, distribution, conservation, metering and customer service programs; and wastewater collection, treatment, and reclamation programs. The Utility Manager provides supervision of all the professional services provided to the District relating to permitting, planning, design and construction of the District's capital improvement program and for any environmental studies, analysis, investigations, or technical assistance required in the utilities operation of the District or for providing reports and information to regulatory agencies.

Water Department

CCSD Water Department serves a population of approximately 6500 with 4032 service connections through a 60-mile network of buried pipe. All of Cambria's water comes from wells drilled into aquifers in the San Simeon and Santa Rosa Creek basins. The water system includes a sustainable water facility (SWF), six water tanks, three ground water wells, two surface water treatment wells, and nine pressure zones. The SWF system treats impaired groundwater to recharge the San Simeon well field aquifer with treated water. The groundwater includes a blend of creek underflow, percolated wastewater treatment plant effluent, and a mix of the lower seawater wedge where it blends with freshwater. The SWF is currently permitted to operate under an emergency coastal development permit, and CCSD is applying for the SWF's Regular CDP with San Luis Obispo County.

Waste Water Department

The CCSD operates a one-million-gallon per day extended aeration activated sludge secondary facility in Cambria. Treatment and disposal services are provided to approximately 6,000 residents, with 72 miles of collection lines and ten lift stations. The original treatment plant was constructed in 1970. In 1995, a major upgrade was completed to improve the plant's ability to reliably meet the discharge requirements required by the California Regional Water Quality Control Board. The upgraded facility includes new concrete aeration basins and secondary clarifiers, which are sized to handle peak hydraulic and biological loads and allow maintenance without an interruption in service.

KEY RESPONSIBILITIES

The Utility Manager will:

- Manage and oversee the operations of utilities departments; monitor workload, output, and efficiency of operations; plans, schedules, supervises, reviews, trains, and evaluates the work of assigned staff; holds regular meetings with assigned staff to communicate expectations, receive feedback, resolve problems, and provide required resources for work assignments.
- Responsible for oversight of CCSD permit compliance including water rights permitting, water supply treatment and distribution requirements, and wastewater treatment and discharge permit requirements established by regional, state, and federal regulatory agencies; and interprets applicable policies and procedures.

- Oversees the provision of contracted services; prepares specifications and requests for proposals; reviews bids and makes recommendations for contract award; administers and monitors consultant service agreements and public works contracts to ensure compliance.
- Analyzes the District's needs, and develops and prioritizes projects for the capital improvement program; presents findings and recommendations to the General Manager; provides project management and construction management capital improvement projects; enforces design standards, construction plans and specifications, adherence to project and construction schedules, compliance with project budgets including change-order review and recommendations, and recommendation of approval of contract payments based on progress of the work.
- Oversees and assumes responsibility for the District's asset management and inventory programs in collaboration with the Finance Manager and supervisory staff in the utilities departments.
- Provides analysis and reports as directed by the General Manager; may make presentations of findings and recommendations as required; supervises and participates in the preparation of monthly reports to the General Manager covering activities within the utilities departments.
- Oversees the District's permit and conservation programs including issuance of Intent to Serve letters and management of the retrofit points bank.
- Manages preparation of the CCSD's budget and financial planning as it relates to utilities operations and capital improvements; reviews Water and Sewer fund revenue and expenditures and works with the Finance Manager to recommend appropriate adjustments to rates and fees based on established CCSD policy.
- Represents the CCSD in work with other agencies and organizations to promote regional program development, including the Integrated Regional Water Management program and the Water Resources Advisory Committee.
- Keeps abreast of current principles and practices, technology, regulations and literature that apply to the District's utilities operations and projects.

OTHER DUTIES AND RESPONSIBILITIES

- Attends Board of Directors and community meetings as required.
- Reviews reports and other documents submitted by subordinates or other District personnel for completeness and accuracy.
- Responds to public inquiries regarding projects, plans and District policies.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles and practices as applied to the field of water and wastewater system design, construction, and operations; laws, codes, and regulations applicable to municipal utility operations; professional, technical, legal, and financial problems involved in municipal programs and projects.
- Skilled in; project management techniques including scheduling, budgeting, enforcement of contract articles, documentation and good contractor-owner relations; cost estimating for public works type projects; specification writing for construction projects; and plan preparation and development for construction projects.
- Ability to establish and implement goals, objectives, procedures, and priorities; administer the work of multiple functions of the utilities operations organization; prepare and present statistical and descriptive reports; develop and monitor complex capital and operating budgets; provide sound customer service; provide accurate and thorough oral presentations to the public; operate a computer and applicable software; write clear and meaningful correspondence to convey ideas in non-technical terms and to provide technical documentation to back-up recommendations.

PROFESSIONAL EXPERIENCE AND REQUIRED QUALIFICATIONS

- A minimum of five years of experience in the field of wastewater and/or water systems.
- A minimum of five years of supervisory or management work in water and/or wastewater systems and projects.
- An Undergraduate degree is required, preferably in Civil Engineering; Master's Degree in Engineering, business or public administration preferred
- Licensed to drive a motor vehicle in the State of California.

BENEFITS

Salary Range

\$119,771 - \$145,582

Retirement

The District provides the PERS 3% @ 60 retirement plan for covered employees hired prior to October 1, 2012, including single highest year computation and credit for unused sick leave. The District shall provide the PERS 2% @ 60 retirement plan for covered employees hired on or after October 1, 2012 up through December 31, 2012, including the 36 highest consecutive months' final compensation provision. All covered employees hired on or after January 1, 2013 who are defined as "new members" under PEPRA will be covered by the 2% @ 62 retirement plan and the 36 highest consecutive months' final compensation provision. Employee shall pay 100% of the PERS employee contribution.

Health Insurance

The District currently pays 85% of premiums currently in effect for employee and dependent coverage for the lowest cost plan available to employees offered through the PERS system of the medical insurance carriers for employees and eligible dependents. Employees contribute 15% toward the premium.

Dental Insurance

The District currently pays 90% of the premiums for employee and dependent coverage for the lowest cost plan.

Supplemental Retirement Plan

A 457 plan is available and participation is voluntary. The District matches up to \$100/per pay period.

Vacation Leave

80 hours/year, which accrues at 3.08 hours biweekly.

Sick Leave

96 hours/year, which accrues at 3.70 hours biweekly. Unused sick leave may be accumulated without limit.

Holiday Leave

11 days/year

Administrative Leave

Five (5) days of Administrative Leave shall be provided each Management and Confidential employee annually. Unused Administrative Leave shall be paid off in June of each year.

Health Reimbursement Account

Eligible employees receive up to \$1300 annually for eligible costs beginning January 1st.

Term Life Insurance

A Group Life Insurance Plan will be provided with a \$25,000 life insurance policy, a \$1,000 policy for each employee's spouse and a \$1,000 policy for each employee dependent under the age of 21.

For more details refer to the Payment & Compensation Plan found under the Human Resources tab at www.cambriacsd.org

Work Schedule

Employee is assigned to work a 9-80 work schedule, consisting of eight work-days of 9 hours each and one work day of 8 hours. Assignment of work days and scheduled days off under this schedule shall be at the discretion of the District.

HOW TO APPLY

For applications please visit: www.cambriacsd.org.

Candidates must submit a clear, concise, completed District application, resume and cover letter. The position is open until filled.

Applications may be submitted by mail or by email to mmadrid@cambriacsd.org. Applications sent by email must have **UM Application** in the subject line. (faxed applications will **not** be accepted)

CCSD
c/o HR Manager
PO Box 65
Cambria CA 93428

All applicants will be reviewed and only those candidates determined to be most qualified for the position on the basis of experience, training and education as submitted, will move forward in the selection process. The selection process may consist of one or more interviews.

The candidate who has successfully completed all prior phases of the selection process will be subject to a thorough background investigation.

CCSD Contacts

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