



CAMBRIA COMMUNITY SERVICES DISTRICT

POSITION SPECIFICATION

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

DEFINITION

Reporting to the General Manager, the Utilities Department 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.

This is an exempt management position.

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 water reclamation facility (WRF), six water tanks, three ground water wells, two surface water treatment wells, and nine pressure zones. The WRF 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 WRF is currently permitted to operate under an emergency coastal development permit, and CCSD is applying for the WRF's Regular CDP with San Luis Obispo County.

Wastewater 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.

ESSENTIAL DUTIES AND 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.
- 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.