

# City of Lemoore

*Invites your interest for the position of*

# Utilities Manager

**(\$70,560 - \$90,000)**



## THE COMMUNITY

Lemoore is a growing community with approximately 27,000 residents and is located in the heart of the San Joaquin Valley, equidistant between San Francisco and Los Angeles. Home to Lemoore Naval Air Station, which is the Navy's newest, largest, and only west coast master jet base, serves as a home for all Navy F/A-18 Hornet and Super Hornet aircraft and the brand new F-35C squadron on the west coast. The base supports the U.S. Pacific Fleet.

Lemoore prides itself on its safe, friendly, small-town environment, active volunteerism, numerous community events, a volunteer fire department, and high-quality education. Lemoore is also home to West Hills College at Lemoore.

Yosemite, Sequoia and Kings Canyon National Parks, as well as the scenic Central Coast, are all within a two-hour drive.

## CITY ORGANIZATION

The City of Lemoore is a financially stable charter city operating under the Council-Manager form of government with four Council Members and a Council-elected Mayor. The Council appointed City Manager is responsible for executing policy enacted by the Council, overseeing administration of the full-service City and the City budget.

Lemoore has 123 full-time equivalent employees and a Volunteer Fire Department with 35 active firefighters. The 2017 fiscal year total budget is \$25.3 million. The five (5) year Community Investment total budget is \$125.8 million. Enterprise funds include Wastewater, Water, and Solid Waste. City departments include the City Manager, City Clerk including Human Resources, Public Works, Development Services, Finance, Community Services, Police, and Volunteer Fire.

## THE POSITION

The Utilities Manager will operate, direct, manage, supervise and coordinate the activities and operations of water/wastewater divisions within the Public Works Department, while providing highly responsible and complex administrative support to the Public Works Director.

Primary responsibilities include planning, directing, coordinating, and reviewing the work plan for Public Works staff, serve as the liaison for the assigned divisions with other departments, divisions, and outside agencies, manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.



## IDEAL CANDIDATE PROFILE

Lemoore is seeking a hands-on, detail-and team-oriented professional with energy and focus as well as an ability to make decisions independently while keeping the Public Works Director informed.

The Utilities Manager must thrive in a fast-paced environment with a high level of agility and patience, where multi-tasking is required, while maintaining a focus on important strategic elements to ensure that the City's mission of providing great value in return for the citizens' trust and tax dollars are met.

- High integrity and solid character; honest and direct
- Display a leadership presence; holds self and others accountable for the success of the department and the organization
- Display a high degree of political sophistication.
- Excellent customer service, both internal and external.
- Proven track record and commitment to public service and operations, with a passion for implementing best practices.

## IDEAL CANDIDATE PROFILE (continued)

- Take the time to become thoroughly acquainted with the organization and community.
- Superior communicator who can quickly cultivate and maintain trust and confidence with a variety of audiences, including the City Manager, Public Works Director, City Council, peers, subordinates, citizens, and other stakeholders of the City.
- Maintains energy and enthusiasm for continuous improvement and customer service.
- Ability to support a positive management tone, provide guidance and motivation, while implementing change.
- Maintain positive relationships and promote teamwork and personal development.
- Skilled, organized, and confident.

## EDUCATION AND EXPERIENCE

**A**ny combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A qualified candidate will possess at least a Water Treatment 3 certification, Water Distribution 3 certification and a Wastewater Treatment Plant Grade 2 Certification. A bachelors degree from an accredited college or university with major coursework in Engineering/Biology or related field is beneficial, including ten (10) years of increasing responsible public works experience within water/wastewater operations including three (3) years of administrative and supervisory responsibility.

### *Mission:*

We are a proud & progressive organization committed to vibrancy, safety and professionalism.

## APPLICATION AND SELECTION

**T**o be considered for this exceptional career opportunity, submit a City of Lemoore application to Human Resources by **4:00 p.m., Friday, March 24, 2017** to be included in the first review of applications.

Applicants will be screened by criteria described in this brochure. Applicants who most closely match the needs of the City of Lemoore will be invited to participate in a selection process.

The City will select candidates to be invited to participate in an interview process in Lemoore within weeks of the closing date. An offer of appointment is expected shortly thereafter following extensive reference and background checks.

*2015-2020*

### *Strategic Initiatives:*

- Safe & Vibrant Community
- Growing & Dynamic Economy
- Fiscally Sound Government
- Operational Excellence
- Community & Neighborhood Livability

**This recruitment is open until filled.**

**Submit materials via fax, email, or by mail.**

**Tel:** 559-924-6700 • **Fax:** 559-924-9003

**E-mail:** [humanresources@lemoore.com](mailto:humanresources@lemoore.com)

**Website:** [www.lemoore.com](http://www.lemoore.com)

### **Human Resources Office**

119 Fox Street

Lemoore, CA 93245

### *Vision:*

Lemoore—the model city for service excellence.

## UTILITIES MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To operate, direct, manage, supervise and coordinate the activities and operations of the water and wastewater divisions within the Public Works Department; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Public Works Director.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Public Works Director.

Exercises direct supervision over supervisory and technical staff.

**ESSENTIAL FUNCTION STATEMENTS**--*Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:** Maintain proper levels of certification to operate the treatment and distribution systems for the municipal water system and the municipal wastewater collection system and wastewater treatment facility. Assume management responsibility for various services and activities of the water and wastewater divisions within the Public Works Department.

1. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
2. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
3. Plan, direct, coordinate and review the work plan for Public Works staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
4. Oversee and participate in building inspection activities; review construction plans and specifications for compliance with applicable building codes and regulations;

recommend solutions to code compliance violations; issue encroachment and building permits.

5. Oversee and coordinate the operations and activities of Community Investment Program relating to water and wastewater treatment plant facilities.
6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
8. Serve as the liaison for the assigned division or divisions with other departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
9. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
10. Provide responsible staff assistance to the Public Works Director.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations within the assigned field of responsibility.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
13. Perform other duties and responsibilities as required and assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Operation, maintenance, service, and activities of a comprehensive water and wastewater system. Basic mechanical and electrical systems; materials, methods, practices and equipment used in water and wastewater system construction, maintenance, and repair activities.

Occupational hazards and standard safety precautions necessary in the areas of water & wastewater systems

Principles and practices of Public Works administration.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Select, supervise, organize, train, and evaluate the work of staff.

Prepare and maintain reports, determine cost-effective ways to perform water and wastewater system maintenance and operations.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Independently perform the most difficult water and wastewater system duties and exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Establish, maintain, and foster positive and harmonious working relationships with District Staff and general public.

Operate safely and in an effective manner a wide variety of motor vehicles, equipment, machinery, and tools used in the operation, maintenance, and construction of water and wastewater facilities.

Operate modern office equipment including computer equipment and SCADA systems, including office software such as Microsoft Word and Excel programs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Respond to request and inquiries from the general public and communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

### **Experience and Training Guidelines**

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

#### **Experience:**

Ten years of increasing responsible Public Works experience within water and wastewater operations, including the construction, maintenance, and repair of water treatment & distribution and wastewater collection & treatment systems, including at least three (3) years of supervisory experience.

#### **Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in water treatment & distribution and wastewater collection & treatment operation & maintenance methods, personnel supervision, or a related field.

#### **Education**

4-year degree in Engineering/Biology or related field and/or relevant experience with water and wastewater certifications.

#### **License or Certificate:**

Possession of or ability to obtain the following:

Current and valid California Driver's License.

Grade III Water Distribution Operator certificate.

Grade III Water Treatment Plant Operator Certificate issued by the California Department of Health Services.

Grade III Wastewater Treatment Plant Operator certificate issued by the California State Water Resources Control Board.

Grade II Wastewater Collection System certificate issued by the California Water Environment Association.

Cross-Connection Control Specialist Certificate issued by the University of Southern California or American Water Works Association.

**WORKING CONDITIONS**

**Environmental Conditions:**

Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes and gases.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate or light lifting; walking or standing for prolonged periods of time; exposure to noise, outdoors, vibration, chemicals, mechanical hazards, and electrical hazards, ability to travel to different sites and locations.