



Forestville Water District General Manager Opportunity

Employment Status: Exempt (At-will)

The District:

The Forestville Water District provides water and wastewater services to the greater Forestville area. Forestville is located in West Sonoma County 12 miles northwest of Santa Rosa bordered to the north by the idyllic Russian River valley.

The District owns and maintains a water distribution system which includes three storage tanks, a water valve building, seven pressure reducing valve stations, and over 23 miles of water mains that serve water through three pressure zones to over 990 metered customers. The District owns and maintains a sewer collection system with two lift stations protected by an emergency generator, a wastewater facility pond system with microfilters, with a 130,000 gpd max average dry weather daily flow and a 576,000 gpd max wet weather average daily flow capacity with average daily flows of 70,000 gpd dry and 140,000 gpd wet weather, servicing over 400 customers that provides recycled water to schools, parks and agricultural customers. The wastewater facility is monitored with a SCADA telemetry system 24 hours a day with remote access and is protected by an emergency generator.

The Opportunity:

The District seeks a General Manager who will supervise a team of five employees (2 office staff, and 3 field staff including CPO and Board Clerk) and act under general policy direction from a five-member Board of Directors. The GM will work directly with the district engineer and counsel for district business as needed.

Current practice indicates that 70% of the work will be administrative, and 30% will be in the field. The position will require occasional “off-hours” work responding to system upsets and other emergencies and will dedicate a portion of the normal working hours of the position to direct hands-on activities in the field associated with operations and maintenance of the water and wastewater infrastructure.

The General Manager plans, organizes, directs, and reviews District operations, including potable and wastewater systems and services, administrative services, public relations, human resources, projects, legal compliance, and fiscal responsibilities. The position requires regular contact with local, state, and federal agencies, and other stakeholders.

Currently, the CPO operates the wastewater facility under his own certification and performs all state data reporting. This is executed under the guidance of the General Manager.

The General Manager must also possess these reporting skills.



Essential Duties:

1. Ensures that the planning and implementation of cost-effective distribution of water to District consumers is carried out.
2. Ensures the development, implementation and evaluation of District programs, goals, objectives, policies, and procedures are completed.
3. Ensures that the preparation of plans and specifications for projects to be undertaken by the District are completed; oversees the review and approval of private and other government agency plans as submitted for construction.
4. Oversees the maintenance of a documented system of accounting and operations policies and procedures; ensures technical and administrative staff duties are documented as Standard Operating Procedures; oversees the development, presentation, and administration of the District's annual budget and rate schedules; makes recommendations to the Board of Directors on final expenditure levels; prepares periodic reports to government agencies as required; is responsible for annual audit and compliance; responsible for preparing and following the Proposition 218 guide for special districts.
5. Prepares a Capital Improvement Plan for review and approval by the Board of Directors; prepares and submits grant applications for capital improvement projects and other projects in coordination with the Board of Directors; oversees all capital improvement projects.
6. Negotiates, administers, and monitors District contracts and agreements with consultants, contractors, vendors and service providers as well as working with PMRD, LAFCO, and other county agencies, and creating will serve letters and outside service agreements to add new customers when possible.
7. Serves as the main treasurer along with the board of directors for all financial transactions. Identifies and pursues revenue options, including grant funding opportunities, coordinating administrative services from grant application through management, reimbursement funding protocols, and required grant reporting.
8. Ensures that the development of the agenda and agenda packet for Board of Directors meetings are completed alongside the District Clerk; oversees staff reports on agenda items and prepares recommendations for Board action; oversees the development and implementation of the Board-directed Strategic Plan.

9. Monitors developments and legislation related to the District's services, evaluates their impact and recommends and implements policy and procedural improvements; conducts legislative advocacy activities as needed; represents the District in industry forums; and supervises the District's compliance with local, state and federal regulations.

10. Ensures that the District's Emergency Response Plan is kept current and documented; oversees plan implementation with available Board and staff during emergencies; leads staff during emergencies, obtains needed supplies and support for an emergency, and interacts with other emergency responders.

11. Provides direction to District staff in the major disciplines of human resources including the administration, interpretation and implementation of policies and procedures concerning employee and labor relations; oversees procedures for recruitment and selection; conducts employee performance management and evaluation; in coordination with the Board oversees classification and compensation; employee assistance and wellness programs; employee development and staff participation in required training activities.

12. Provides clear direction of roles and responsibilities to staff and delegates responsibility to subordinate managers and supervisors consistent with District policy; creation of employee schedules, approving personal time off and signing time sheets by all staff members; develops and maintains organizational charts for staff, consultants, and other key District support organizations.

13. Oversees programs to ensure employee health and safety in compliance with OSHA laws and regulations.

14. Develops partnerships with stakeholders, interest groups, organizations, private enterprises as needed to assist in fulfilling the mission of the District; builds and maintains positive working relationships with staff, the public, and Board of Directors; fosters an environment that promotes diversity, collaboration, integrity, trust, security, and respect.

15. Serves as the key spokesperson for the District and represents the District at public and professional functions; interprets the Board of Directors' policies for employees, ratepayers, and the community.

16. Ensures support to field and administrative managers when short staffed, adhering to new mandates, and emergencies.





Compensation:

The district offers a competitive salary that is open, and negotiable based on the qualifications of the successful candidate, as well as a benefits package that includes:

- CalPERS retirement
- Participation in social security
- 100% premiums for employee plus 1 dependent for medical
- 100% premiums for dental and vision coverage for entire family

Physical Demands:

Mobility to work in a typical office setting, use of standard office equipment and capability of traveling to various locations in order to visit work sites and attend meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, via the computer or over the telephone, and making presentations; Accommodation may be made possible for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Required Licenses and Certifications:

Valid Class C California Driver's License; acceptable driving record at the time of appointment and throughout employment.

Water Distribution Operations Grade 2 Certificate

Wastewater Treatment Operations Grade 3 Certificate

Minimum Requirements:

Education:

High school diploma required. Graduation from an accredited four-year college or university with a degree that includes major course work in engineering, business administration, public works or applied sciences is preferred.

Training:

Significant course work from a utility operations certificate program of an accredited college, junior college or community college.

Experience:

A minimum of seven (7) years of increasingly responsible management experience in public works, wastewater treatment operations and maintenance and water distribution operations, including four (4) years of administrative and supervisory responsibility. Experience in the areas of municipal public works, utilities, and engineering are desired.

Please submit your resume to:

Email (in pdf format): info@forestvillewd.com

Fax: (707) 887-1552

Mail: PO Box 261, Forestville, CA 95436