



Dublin San Ramon Services District
is seeking a

Water/Wastewater Systems Superintendent
or
Principal Water/Wastewater Systems Engineer

to serve in the position of

Manager of Field Operations Division

Recruitment Services Provided By Ralph Andersen & Associates

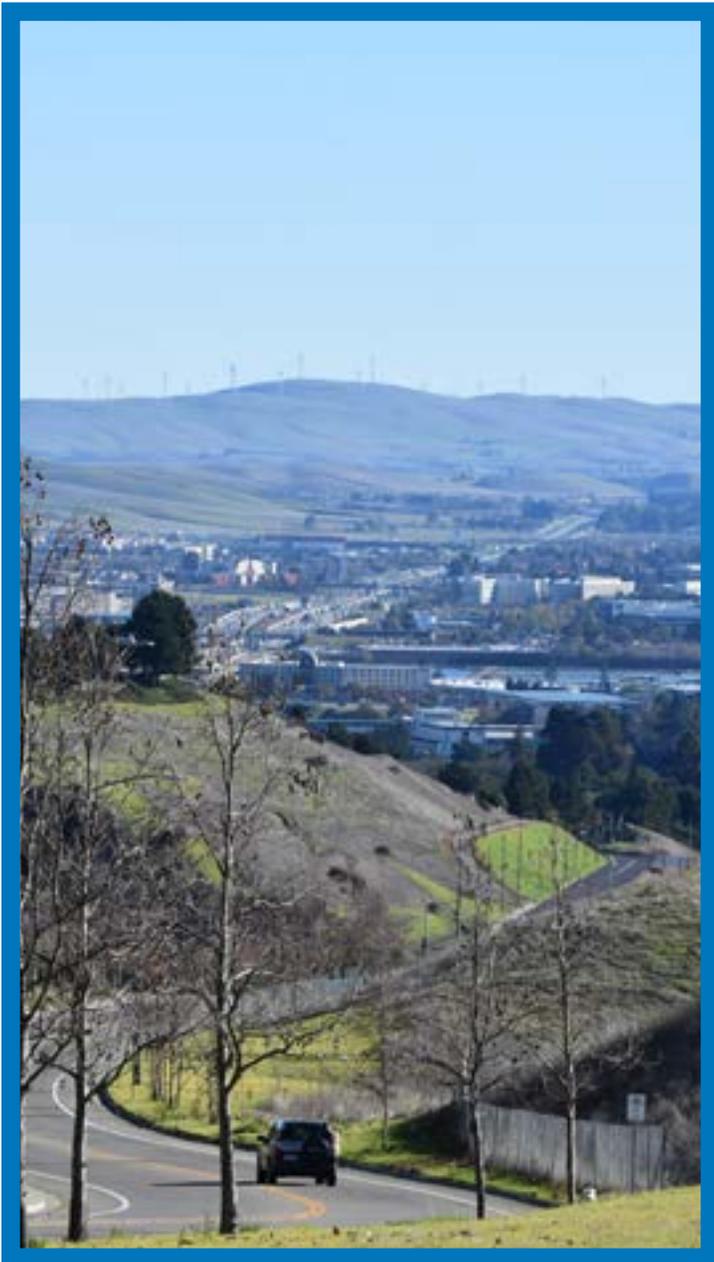


Join a High-Performance District!

*The Dublin San Ramon Services District (DSRSD) is seeking an experienced candidate to join a collaborative team as Manager of Field Operations Division. Based on career path, this top caliber candidate may be hired at the level of the Water/Wastewater Systems Superintendent **or** Principal Water/Wastewater Systems Engineer. This recruitment approach will allow the District to obtain a broad range of qualified candidates to ensure the best combination of technical, operational, and leadership skills for the organization.*



About the District



The Dublin San Ramon Services District (DSRSD) is an independent special district founded in 1953. Serving more than 188,000 people in the Tri-Valley, the District provides water, recycled water, and wastewater collections, treatment, and disposal services to residents, businesses, industries, and governmental agencies. Specifically, the District provides: potable and recycled water service to Dublin and the Dougherty Valley area of San Ramon; wastewater collection and treatment to Dublin and southern San Ramon; and wastewater treatment and resource recovery provided by contract to the City of Pleasanton.

The District also operates water recycling and wastewater disposal systems owned by regional partnerships. For fiscal year 2021, the District has 131 full-time equivalent positions and an operating budget of \$71 million. The capital improvement budget for fiscal year 2022 totals \$281 million and includes 113 projects. A district-wide organization chart may be accessed here ([DSRSD Org Chart](#)).

The Operations Department is the District's largest department with over half of the staff (74), consists of seven divisions providing customers with planned, uninterrupted and responsive water, recycled water, and wastewater collections, treatment, and disposal services 24-7. The Operations Department also provides the Operations and Maintenance (O&M) oversight for Field Operations and Plant Operations activities. The Field Operations Division (FOD) operates the District's potable water distribution system, recycled water distribution system, and the wastewater collections system. Field Operations personnel conduct scheduled, unscheduled, and emergency maintenance and repairs, including on-call support with available contracted underground support. The Field Operations operates in collaboration with the O&M recurring support from the Instrumentation, Controls, and Electrical (IC&E) and Mechanical divisions. Additional support is provided for regulatory, administrative, and laboratory related activities. The Engineering Department provides capital and planning support using internal staffing and consulting services.

By 2027, Dublin San Ramon Services District is planning to invest \$176 million to serve a rapidly growing customer base, rehabilitate or replace water and wastewater infrastructure, and develop alternative water supplies in collaboration with other Tri-Valley agencies.

DSRSD Facts & Stats

- ◆ Treats over 10 million gallons per day of wastewater at its Regional Wastewater Treatment Plant (rated dry weather capacity is 17 million gallons per day).
- ◆ Operates a regional recycled water treatment plant and recycles 40% of the total annual wastewater flow for irrigation uses.
- ◆ Long-term goal of recycling 100% of its wastewater and is exploring a Regional Potable Reuse project in partnership with the utility agencies and municipalities of the Tri-Valley.
- ◆ Operates 205 miles of sanitary sewers, 307 miles of potable water pipelines, and 62 miles of recycled water pipelines.
- ◆ DSRSD water customers used 1,093 million gallons of recycled water in fiscal year 2020, mostly for landscape irrigation, representing approximately 25% of total District water sales.



Governing Structure

The District is governed by an elected five-member Board of Directors who serve four-year terms. The Board retains the services of a General Manager as the Chief Executive Officer of the District. The General Manager, along with the support of the Assistant General Manager, implement Board policies and oversee the business of the District through three line departments: Operations, Engineering Services, and Administrative Services.

The District has recently updated its ambitious strategic plan with the following nine (9) goals:

- ◆ Maintain financial stability and sustainability;
- ◆ Make additional investment in information systems that provide a strong return on investment;
- ◆ Update business practices and procedures;
- ◆ Develop a fully integrated Asset Management Program to guide the District's business decisions;
- ◆ Enhance the leadership, professional, and technical skills of the District's staff in order to meet the challenges of staffing transitions over the next five years;
- ◆ Enhance ability to respond to emergencies and maintain business continuity;
- ◆ Meet the objectives of the District's water supply policy by developing and implementing an integrated recycled and potable water program;
- ◆ Develop a long-term strategy to ensure greater energy efficiency and reliability for the District; and
- ◆ Collaborate with partner agencies to monitor evolving regulatory requirements for constituents of emerging concern and explore potential compliance and mitigation strategies.



Overview of the Position

The District is recruiting for one position to serve as the Manager of Field Operations Division, as Water/Wastewater Systems Superintendent or Principal Water/Wastewater Systems Engineer. The Manager of Field Operations Division reports to the Operations Director and may serve as the Chief Distribution Operator for the District's D5 drinking water system in absence of the Water/Wastewater Systems Supervisor. This incumbent works closely with Engineering and Operations staff on the design and maintenance of the potable and recycled water distribution systems and the wastewater collection system and provides leadership and supervision to 16 full-time equivalent staff members, working with one supervisor, and three senior operators to plan and schedule preventative and corrective maintenance and oversee construction and contractors. This position is an integral part of the District's Mid-Management Team and has substantial interface with all other areas of the District by providing assistance on highly complex engineering and regulatory matters. The Manager of Field Operations Division is also responsible for assisting with formulating policy alternatives, developing goals and objectives, managing staff, and administering the annual budget.

There will be many opportunities for the Water/Wastewater Systems Superintendent or Principal Water/Wastewater Systems Engineer to excel in providing high-level quality leadership, including:

- ◆ Opportunity to work across three areas of the water sector: water distribution, wastewater collection, and recycled water distribution at an organization that is small enough to be nimble yet large enough to do "big things";
- ◆ Stay abreast of changing regulations, practices, and technology in utility management with specific emphasis on progressive asset management, risk and resiliency, emergency response, water distribution and storage optimization, and capital improvement projects in a rapidly expanding service area;
- ◆ Contribute and play a key role in mentoring and coaching Field Operations team members through transitions and encouraging a supportive team culture, continuing water quality improvements through operational and capital planning, as well as continuing the new emergency generators project to key water pressure zones;
- ◆ Oversee a budget of \$6.8M for fiscal year 2022 and \$6.2M for fiscal year 2023, the current operations department budget is \$23.4M (excluding the Joint Power Authority Operations budgets);
- ◆ The District is proactive and has a strong asset management program integrated with capital planning to assure adequate funding for infrastructure replacement. Technology is incorporated into the asset management platform; and
- ◆ Provide collaborative leadership with Engineering and Operations to analyze and improve systems, evaluate new technology, solve operational issues, and construct projects.

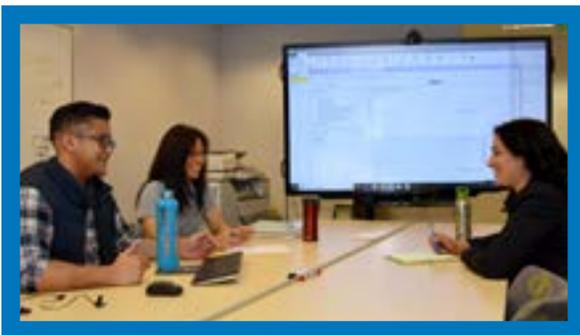
The Ideal Candidate



The ideal candidate for the position of Water/Wastewater Systems Superintendent or Principal Water/Wastewater Systems Engineer for Field Operations will have significant experience in a public or private sector organization with outstanding leadership, mentoring, and team building skills.

The successful candidate will have a blend of strong individual engineering competency in the area of water and/or wastewater systems and the ability to successfully supervise Division activities and coordinate operations with other areas of the organization. Additionally, the ideal candidate will be adept at managing change and leading a team during a period of organizational transition. This person will have a history of success in serving in leadership roles and in managing conflict. The following attributes are key for success in the position:

- ◆ **Leadership** – The ideal candidate will have a track record of success building, coaching, and managing teams. A high degree of energy, enthusiasm, and patience is necessary when dealing with personnel and technical issues. Sound professional ethics are extremely important.
- ◆ **Communication** – The ideal candidate will be comfortable writing and explaining issues verbally in a manner that is clear, concise, and understandable to the audience. Maintaining workplace safety must always be the highest priority.
- ◆ **Project Management** – This position requires the ability to prioritize, schedule, and track multiple projects and priorities simultaneously. The ideal candidate must have the ability to make changes on the fly and also be able to anticipate and plan for needs today as well as in the future.
- ◆ **Judgement** – The ideal candidate must exercise a high degree of common sense and sound judgement and must be able to make decisions in real time, sometimes with limited information.
- ◆ **Collaboration** – This position requires working collaboratively with the other Operations Divisions as well as the District’s Engineering and Administrative staff. The ideal candidate must be able to develop strong working relationships with individuals of all levels in the organization.



Qualifying Education and Experience

For Water/Wastewater Systems Superintendent, the minimum qualifications are:

Education: This position requires an equivalent to an Bachelor's degree in environmental sciences, engineering, business administration, public administration, or a related field.

Experience: This position requires five (5) years of increasingly responsible experience in the operation and maintenance of a variety of water distribution, wastewater collection, and recycled water distribution facilities, including three (3) years in a supervisor capacity.

Certifications/Licenses: Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position.

Possession and maintenance of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade D3 certification is required upon appointment. Possession and maintenance of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade D4 certification is required within one (1) year of appointment.

Possession and maintenance of a California SWRCB Water Treatment Operator T2 certification is required upon appointment.

Possession and maintenance of a California Water Environment Association (CWEA) Wastewater Collection System Maintenance Grade II certification is required upon appointment; possession and maintenance of a CWEA Collection System Maintenance Grade III certification is required within two (2) years of appointment; and possession and maintenance of a CWEA Collection System Maintenance Grade IV certification is required within three (3) years of appointment.

- ◆ *To view the full job specification for this position of Water/Wastewater Superintendent and review the Knowledge, Skills and Abilities required, [click here.](#)*



Qualifying Education and Experience *continued*

For Principal Water/Wastewater Systems Engineer, the minimum qualifications are:

Education: This position requires equivalent to a Bachelor's degree in civil engineering or a related field.

Experience: five (5) years of increasingly responsible professional engineering experience, including one (1) year of complex project management experience in water, wastewater, or recycled water and two (2) years of supervisory experience. A Master's degree in engineering may be substituted for one (1) year of the required professional engineering experience.

Registration: Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors is required upon appointment. If registered out-of-state, must obtain valid certificate of registration in California within 12 months from date of hire.

- ◆ *To view the full job specification for this position of Water/Wastewater Superintendent and review the Knowledge, Skills and Abilities required, [click here](#).*

For both classifications: Experience working for a California public entity is highly valued although all highly qualified candidates from the private sector will be given equal consideration.

Compensation

The salary range for the Manager of Field Operations Division will vary based on the level hire:

- ◆ Water/Wastewater Systems Superintendent (\$166,512 to \$202,380/annually)
- ◆ Principal Water/Wastewater Systems Engineer (\$178,176 to \$216,564/annually)

Placement within the range will depend upon qualifications. In addition, the District offers an excellent benefits package including CalPERS retirement (2.7%@55 for Classic Member; 2%@62 for New Member), medical (CalPERS), retiree medical, dental, vision, deferred compensation plan, and flexible spending accounts. Relocation expenses are negotiable. Further details on benefits may be obtained at: [Compensation and Benefits | Dublin San Ramon Services District \(dsrsd.com\)](#).

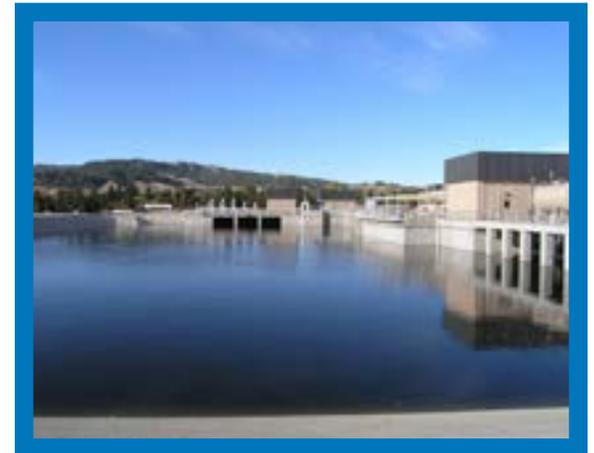
To Be Considered

This is a **confidential recruitment** and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. This recruitment is considered open until final selection is made. Candidates are encouraged to **apply by Monday, February 7, 2022**, for optimal consideration. **Electronic submittals are strongly preferred to Ralph Andersen & Associates via email to apply@ralphandersen.com** and should include the following:

- ◆ Compelling cover letter; and
- ◆ Comprehensive resume.

Ralph Andersen & Associates will conduct preliminary interviews as applications are received. Only the most highly qualified candidates will be invited for panel interviews (conducted via video) anticipated to be in mid-February with secondary interviews (in-person with social distancing in place) tentatively scheduled for late February or early March. Ideally, the new Manager of Field Operations Division will begin work at DSRSD in April 2022 (or sooner). Every effort will be made by District Leadership to accommodate an appropriate transition time to DSRSD.

Confidential inquiries are welcomed to Heather Renschler at (916) 630-4900. Alternatively, a preliminary discussion may be arranged by sending an email to scheduling@ralphandersen.com. Candidates are encouraged to further research the Dublin San Ramon Services District website at www.dsrdsd.com.



Dublin San Ramon Services District is committed to equal employment opportunity.