



invites your interest
in the position of

UTILITIES MANAGER



Recruitment Services Provided by
Ralph Andersen & Associates





CAREER OPPORTUNITY

Reporting to the Public Works Director, the Utilities Manager will oversee all administrative and operational matters, including budget preparation, personnel, purchasing, performance measures, and strategic planning. This well-balanced professional will draw both technical knowledge and experience in strategic planning related to the Water, Wastewater, and Environmental Compliance Sections drawn from a career in the public or private sector as a utilities manager. The Utilities Manager has staff oversight of 24 full-time and four part-time employees with an annual budget of \$50.2 million (including CIP funds). A keen understanding of water issues in California, and/or the Western United States is preferred in this position. Additionally, the Utilities Manager will also have top-notch facilitation and collaboration skills, be comfortable presenting in the public forum, and be recognized as the subject matter expert guiding the Public Works Director and the City Manager's Office in support of elected officials and the Manhattan Beach community.

The City of Manhattan Beach, long considered one of Southern California's premiere communities, continues to be a city on the move. Interested candidates will join a Public Works Department and citywide organization that is focused on core values, collaboration, and operational efficiencies, while at the same time committed to upholding public trust and transparency in all endeavors.

Encompassing over two miles of beachfront, Manhattan Beach is an active and vibrant city serving as host to nationally renowned volleyball tournaments, festivals, and events year-round. It is also home to a number of fine dining and shopping establishments.



THE COMMUNITY

The City of Manhattan Beach is a classic, casual California beach town located in the South Bay area of Los Angeles County, just 19 miles from downtown Los Angeles. Immortalized in the Beach Boys' song, "Surfin' U.S.A.," the City offers residents a peaceful, safe, coastal-living environment with easy access to Los Angeles area amenities.

Unlike most beach towns, Manhattan Beach has a distinctly urban vibe yet maintains the warmth of a quaint, small town. This affluent community of "Sun, Sand, and Sea" encompasses 3.89 miles and is home to approximately 36,000 residents. It is considered one of Southern California's most desirable communities. With over two miles of wide, sandy beachfront property, the City features 40 acres of recreational beach and a 928-foot-long pier with an aquarium, in addition to 54 acres of developed parks, a 21-acre parkway, 9-hole golf course, and 2 community centers. The City is served by two fire stations, one police station, and a Los Angeles County branch library.

The top-performing Manhattan Beach Unified School District (MBUSD) operates five elementary schools, one middle school, and one high school.

In addition to Manhattan Beach's sandy shoreline, temperate climate, and outdoor amenities, the City boasts a charming downtown shopping and dining district, a variety of arts and cultural opportunities, and numerous special events throughout the year. Traditional events include Summer Concerts in the Park, the Old Hometown Fair held each fall, and Holiday Fireworks in December. Additionally, the City hosts the Manhattan Beach Open Volleyball Tournament and the International Surf Festival every August.

For more information about the City of Manhattan Beach, please visit manhattanbeach.gov.

CITY GOVERNMENT

Incorporated in 1912, Manhattan Beach is a full-service general law city operating under a council-manager form of government. The City Council consists of five members elected at large, each serving a 9.5-month mayoral rotation during a four-year term. City Councilmembers are limited to two consecutive terms. The City Treasurer is elected to a four-year term.

The City of Manhattan Beach is a mission-centered organization with City Manager Bruce Moe having been appointed in February 2018 to this top leadership role, following a long tenure with the organization. Working closely with the City Council and supported by the executive management team, the City Manager focuses on delivering excellent municipal services, preserving the City's small beach town character, and enhancing the quality of life for residents, businesses, and visitors.

With approximately 300 full-time and 180 part-time employees working in nine departments, the City provides a variety of services to the community, including police, fire and paramedic, cultural arts, parks and recreation, building and safety, solid waste and recycling, water and wastewater utilities, stormwater management, parking, facilities, street and landscape maintenance, and internal support functions for all public-facing government services.



PUBLIC WORKS DEPARTMENT

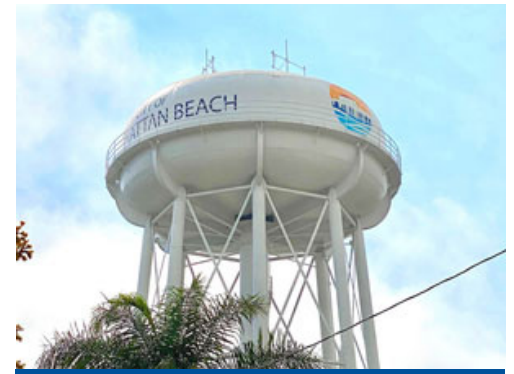
Public Works is one of the City's largest departments, responsible for the operation and maintenance of all public infrastructure located in the public right-of-way and City properties.

The Public Works Department and its contractors provide a superior level of service, which sets Manhattan Beach apart from other communities. Standard elements of urban living such as access to high-quality running water, a reliable sewer system, well-maintained roads and cleanliness through convenient refuse, and street sweeping programs are crucial. A superior level of service is provided by the Public Works Department and its contractors, which sets Manhattan Beach apart from other communities.

Public Works is composed of the following four divisions, which encompass a total staff of 72 full-time and nine part-time employees as follows:

- **Administration Division** manages the day-to-day departmental operations such as payroll, tracking of service requests, clerical, overall customer service, and the City's refuse hauling contract, including waste hauling and recycling programs in conformance with State laws.
- **Engineering Division** develops and manages the City's Capital Improvement Plan.
- **Field Operations Division** oversees the upkeep of City streets, parks, facilities, fleet, and street sweeping.
- **Utilities Division** operates and maintains the City's sewer, storm drain, and water systems.

To view the organizational structure of the Public Works Department, click [here](#).



OVERVIEW OF RESPONSIBILITIES

The Utilities Manager is an at-will position and reports directly to the Public Works Director.

Under the direction of the Public Works Director, the Utilities Manager plans, organizes, and manages the activities and operations of the Utilities Division of the Public Works Department. The Utilities Manager also will direct, develop, and implement strategic goals, standards, objectives, and procedures for the three sections: Water, Sewer and Stormwater, and Environmental Compliance.

The Utilities Manager is responsible for the Division's annual budget including forecasting for staffing, equipment, materials, current and deferred maintenance programs, and funding for capital projects. As a division-head, the Utilities Manager will prepare reports and ensure completed staff work, project summaries, and work order details for presentations to the Public Works Director and the City Manager's Office. Periodic public presentations may be required.

Other key responsibilities of the Utilities Manager include:

- Serve as a contributing and active member of the Public Works Department's management team.
- Plan, coordinate, and manage maintenance and operations goals, schedules, and services involving water, wastewater, and stormwater, including Municipal Separate Storm Sewer System (MS4) permit compliance, either through the work of City staff or contractors, including the annual work plan.
- Participate in preparation of utility master plans and projects for the Capital Improvement Program including implementation of the Water Enterprise Plan, Urban Water Management Plan, Storm Drain Master Plan, Sewer System Management Plan, and related environmental plans and programs including coordinating emergency operations planning.
- Plan, organize, and monitor the operation, performance, and maintenance of reservoirs and the treatment plant to meet water quality standards, regulatory compliance, and supply requirements; oversees quality control and laboratory testing processes and ensures proper water sample collection testing and treatment.
- Serve as staff liaison with the City's imported water provider, West Basin Municipal Water District (WBMWD), State Water Resources Control Board (SWRCB) – Division of Drinking Water (DDW), Regional Water Resources Control Board (RWRCB), Environmental Protection Agency (EPA), Central Data Exchange (CDX), Los Angeles County Sanitation District (LACSD), Watermaster (WRD), the California Integrated Water Quality System (CIWQS), and other public regulatory and resource agencies.
- Serve as the water production and treatment plant Chief Operator as defined in California Code of Regulations, Title 22, Chapter 13, Operator Certification; assume responsibility for regulatory and policy compliance and the effective operation and maintenance of the water production, treatment plant, and distribution system.
- Oversee the National Pollution Discharge Elimination System (NPDES) permit.

OVERVIEW OF RESPONSIBILITIES *CONTINUED*

- Plan and manage the water distribution system's operations, including field operations, construction, installation, maintenance, and repair of various components of the water delivery system, and oversee customer service related to water delivery.
- Establish, review, and revise water treatment and distribution processes to meet quality standards. Review and evaluate operational procedures, service delivery methods, and work systems to maximize efficiency, effectiveness, and cost.
- Direct rate analyses and studies to ensure appropriate revenue generation for the Water, Wastewater, and Stormwater Funds; consult with City staff and consultants to prepare revenue studies and establish rate structures.
- Develop strategies, plans, and programs to maximize resources and enhance ground and imported water resource opportunities; perform water supply analysis and projects that future water supply needs.
- Organize, assign, and coordinate maintenance projects with staff, other departments, utilities, and other agencies; and establish and monitor the completion of work performed in conjunction with preventative maintenance schedules.
- Lead, mentor, and support assigned Supervisors; enforce operating policies and procedures to ensure efficient Division field operations tasks.
- Train, supervise, and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, terminations, and disciplinary actions.
- Develop maintenance and operations standards related to water production, water distribution, water quality testing, wastewater and discharge control, Advanced Metering Infrastructure (AMI); water conservation, cross-connection, and related practices in consultation with the Public Works Director.
- Review regulatory reports for water quality, production, treatment, and stormwater as well as wastewater and ensure compliance with all regulatory agencies.
- Establish scopes of work for contracted maintenance work, such as major waterworks equipment upgrades, construction and rehabilitation, and retrofitting to meet water storm water and wastewater compliance standards; estimate and compare labor and material costs; review actual proposals for services; and administer invoices and agreements.
- Coordinate maintenance and operations services with contractors, utility companies, property owners and renters, and other departments.
- Conduct periodic inspections of field operations and work records; enhance efficiencies and ensure safe work practices including handling of hazardous materials and storm water discharges.
- Investigate and resolve public complaints related to water quality and consumption issues and confer with the Public Works Director regarding actions taken.
- Direct and participate in preparing, developing, and evaluating technical studies, reports, and analyses related to the Division activities; analyze and evaluate study results; implement, execute, and document goal-setting metrics and project completion.
- Direct the preparation of specifications and requests for proposals for the Utilities Division, including overseeing bid evaluations, selecting successful bidders, and preparing of other materials for approval.

THE IDEAL CANDIDATE

The ideal candidate for the position of Utilities Manager will have significant experience in a public (preferred) or private sector organization with outstanding leadership, mentoring, and team-building skills. The Utilities Manager will also have an entrepreneurial spirit, be forward-thinking, and have a vision for the development of strategies that will continue to improve the effectiveness and efficiencies of the Utilities Division. Candidates should also have impeccable personal integrity and unquestioned commitment to assist in leading and managing a first-class organization.

Additionally, the ideal candidate will be an exceptional listener and communicator and will also enjoy leading in a fast-paced and dynamic environment. Both diplomatic and decisive, the successful candidate will work with a sense of urgency and timeliness.

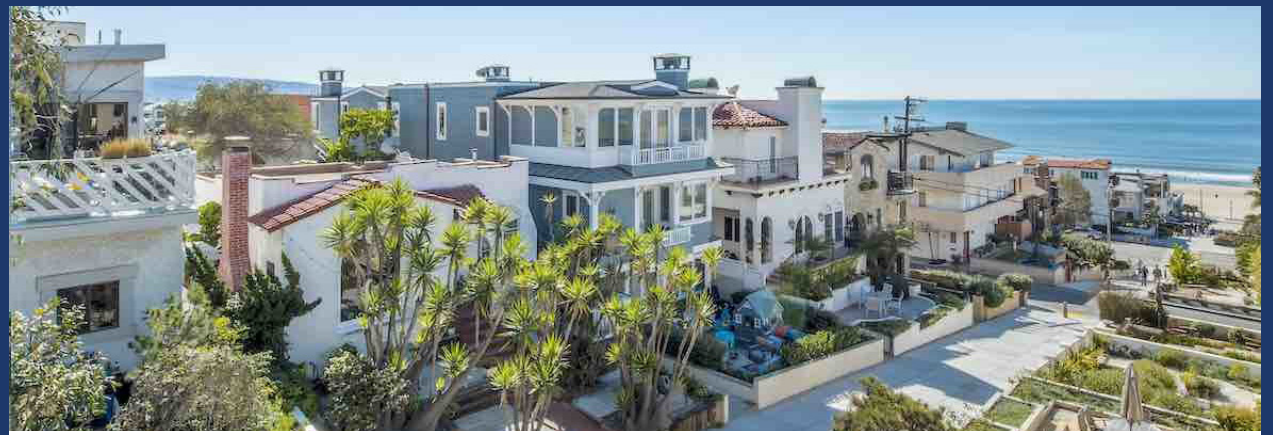
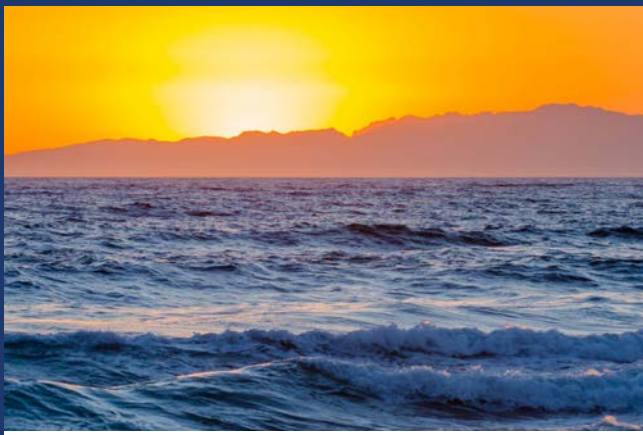
The following attributes are of the greatest importance in the selection of the Utilities Manager:

- **Leadership and Management:** Success in this position also involves leading and mentoring teams, contributing significantly to this high-performance organization.
- **Communication:** The ideal candidate will have a proven ability to communicate the Division's work and findings effectively throughout the organization and in a public setting. An outgoing and personable communicative style with the ability and flexibility to work with a variety of individuals at any level in the organization is essential.
- **Collaboration:** This position requires a highly collaborative relationship with the Public Works Director and throughout the organization as well as with other agencies.
- **Strategist:** The ideal candidate must be a strategically oriented, self-assured professional with the ability to exercise a high degree of common sense and sound judgment. The ability to deal with both short- and long-term priority setting, and the achievement of these significant goals are essential.
- **Critical Thinking:** The ideal candidate will have a proven track record of understanding and distilling complex issues including dealing with the related financial and administrative issues.

THE IDEAL CANDIDATE *CONTINUED*

Additionally, the Ideal Candidate for Utilities Manager will be committed to a positive and productive work environment and as a result will:

- Encourage transparent and open communications by actively listening to staff, addressing their concerns, and being approachable.
- Regularly hold one-on-one meetings to discuss goals, challenges, and career development.
- Strive to create an environment where employees feel comfortable sharing their thoughts and ideas and help build trust and a sense of inclusion.
- Lead by example and demonstrate the behaviors and work ethic expected in return from team members. Also, model professionalism in all aspects.
- Offer constructive feedback on a regular basis, focusing on both strengths and areas for improvement. Create individual development plans that align with employees' career aspirations and the organization's goals.
- Invest in the growth of staff members; show that their contributions are valued and that their potential is helping the organization succeed.



QUALIFYING EXPERIENCE, EDUCATION, & TRAINING

Experience: Seven (7) years of experience in water treatment and distribution, sewer collection systems maintenance, and MS4 are required, including at least three (3) years of supervisory and administrative experience. Additional training, education, and certification in the water, wastewater, or stormwater trades, maintenance technology, and operations management are highly desirable, including contracts administration.

Education: A Bachelor's degree from an accredited college or university with a major in general studies, operations management, public administration, or a related field is preferable.

Required Licenses/Certificates:

- Possession of California State Water Resources Control Board Certificates:
 - Water Treatment Operator (T3)
 - Water Distribution Certificate (D4)

Highly Desirable Licenses/Certificates:

- Possession of the California Water Environmental Association Collection System Maintenance 3 Certificate
- Possession of AWWA and/or USC Cross Connection Control Program Specialist Certificate

Other Requirements:

- This position requires the Utilities Manager to work extended hours in order to oversee maintenance repairs and operations, including disaster response services.
- In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.



COMPENSATION & BENEFITS

The annual salary range for this at-will position is \$133,308 to \$174,912, and appointment within the range will be made by the Director of Public Works based on the qualifications of the selected candidate.

Additionally, the City offers the following comprehensive benefits:

- **Retirement:**
 - CalPERS “Classic” Members: 2% @ 55 formula with single highest year calculation; employee pays 7% employee contribution.
 - “New” Members: 2% @ 62 formula with three-year average; employee pays 7.75% or one-half of the normal cost as identified annually by CalPERS.
- **Retiree Medical:** \$250/month until Medicare eligibility or age 65.
- **Deferred Compensation:** Income may be tax deferred through MissionSquare plan. At-will employees receive a City contribution of 4.5% of employee’s monthly compensation to a 401(a) plan.
- **General Leave:** From 200-280 hours annually depending upon years of service, which may include total years of public service.
- **Holidays:** 11 holiday days annually.
- **Other Leaves:** Jury Duty – up to 80 hours; Bereavement – up to 40 hours; Catastrophic Leave Program available.
- **Health Insurance:** CalPERS medical insurance for employee and dependents up to \$2,132 per month; \$70 per month for Delta Dental coverage; and City paid VSP vision plan for employees and dependents.
- **Flexible Spending Accounts:** For healthcare and/or dependent care expenses.
- **Long-Term Disability:** City paid coverage. Plan pays 60% of salary after 60-day waiting period.
- **Short-Term Disability:** Optional coverage available. Plan pays 60% of salary after 30-day waiting period.
- **Life Insurance:** City paid coverage. Benefit is 1.5 times annual base salary to a maximum of \$500,000. Medex Travel Assist included with coverage.
- **Employee Assistant Program.**
- **Tuition Reimbursement:** Up to \$3,000 for cost of tuition and books for job-related classes.
- **Commuter Program**
- **Fitness Center On-Site.**

For further information regarding benefits, click [here](#).



TO BE CONSIDERED

This is a confidential recruitment process, and all aspects of this search will be handled accordingly throughout the various stages, including the final selection. Candidates should be prepared to submit references, although no references will be contacted until mutual interest has been established.

Candidates are encouraged to ***Apply Immediately***. Ralph Andersen & Associates will conduct preliminary interviews as applications are received.

Electronic submittals should be emailed to:

Ralph Andersen & Associates

apply@ralphandersen.com

Candidates must include a compelling cover letter and a comprehensive resume. Only the most highly qualified candidates will be invited for an on-site interview. Panel Interviews (via video) will be done for Round #1 (anticipated mid-to-late October) with in-person follow-up interviews (Round #2) following shortly thereafter.

Confidential inquiries are welcomed to:

Ms. Heather Renschler, Project Director

heather@ralphandersen.com

Telephone Inquiries: (916) 630-4900

Candidates may also pre-schedule an introductory discussion by emailing scheduling@ralphandersen.com.

***The City of Manhattan Beach
is an Equal Opportunity Employer.***

www.manhattanbeach.gov