



CONTRA COSTA
WATER DISTRICT

DIRECTOR OF OPERATIONS & MAINTENANCE





CONTRA COSTA COUNTY

Located in northern California, Contra Costa County covers approximately 733 square miles extending from the northeastern shore of the San Francisco Bay east to San Joaquin County. With a population of just over 1 million, the County is among the ten most populous counties in California and home to one of the State's most ethnically, culturally, and socioeconomically diverse populations. It has one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven by the need to provide services to an increasing population and the presence of relatively high-wage skilled jobs.

The County contains 19 incorporated cities and includes a variety of urban, suburban, industrial, agricultural, and port areas. Substantial portions of the County are served by the San Francisco Bay Area Rapid Transit, which has contributed to significant residential and commercial development. Contra Costa is home to numerous attractions, including wildlife refuges, state parks, historic sites, and a variety of museums. Mount Diablo, a 3,849-foot peak at the north end of the Diablo Range, is popular with outdoor enthusiasts, as are hiking, biking, horseback riding, boating, and other activities. The wine country of Napa and Sonoma Counties, picturesque seaside communities such as Carmel and Monterey, and the Sierra Lake Tahoe region are all within driving distance of Contra Costa.

Several prestigious public and private academic institutions are also nearby, including Stanford University, University

of California at Berkeley, University of San Francisco, University of the Pacific, San Jose State University, and California State University - East Bay. One of California's best community college systems is also located in Contra Costa County.

THE DISTRICT

Contra Costa Water District (CCWD) was formed in 1936 and is governed by a five-member Board of Directors (Board), elected publicly by Division to overlapping four-year terms. The Board sets policy focused on sustainable management practices and oversees a General Manager, who manages implementation of policy within the \$234 million annual [budget](#) (Fiscal Year 2025). The District benefits from a strong and stable financial condition as well as an excellent reputation with its stakeholders and regulators.

CCWD purchases and distributes water provided primarily by the United States Department of Interior, Bureau of Reclamation from the Federal Government's Central Valley Project (CVP). CCWD is a wholesaler and retailer and the largest municipal and industrial contractor of the CVP. The backbone of CCWD's distribution system is the 48-mile Contra Costa Canal, which transports water from state-of-the-art screened intakes in the Sacramento-San Joaquin Delta (Delta) to its treatment plants, municipalities, industry, and local water companies. With approximately 90 percent of CCWD's annual supplies drawn from the Delta, CCWD is a strong advocate for the health and water quality of the Delta.

CCWD stores untreated water in four reservoirs, the largest of which, Los Vaqueros Reservoir, was expanded in 2012 to an increased capacity of 160,000 acre-feet. CCWD operates three water treatment plants: Ralph D. Bollman in Concord, and the Randall- Bold and Brentwood Water Treatment Plants in Oakley. CCWD continues to diversify infrastructure to provide increased flexibility to respond to increases in regulatory requirements and climate change effects.

CCWD's service area encompasses most of central and northeastern Contra Costa County, a total area of more than 141,000 acres, serving 560,000 customers. Water is distributed to a combination of municipal, residential, commercial, industrial, landscape irrigation and agricultural customers. Major municipal customers include the Golden State Water Company (Bay Point), Diablo Water District (Oakley) and the

cities of Antioch, Pittsburg, and Martinez. CCWD provides treated water to the following communities: Brentwood, Clayton, Clyde, Concord, Martinez, Pacheco, Pleasant Hill, Port Costa, and Walnut Creek. CCWD also provides water to more than 40 major industries and businesses.

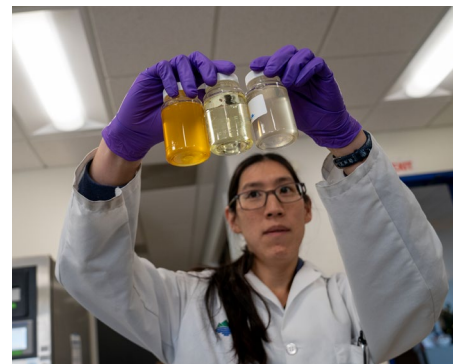
CCWD's [strategic business plan](#) is guided by adopted values and goals that support the Board's mission.

The Mission of CCWD

TO STRATEGICALLY PROVIDE A RELIABLE SUPPLY OF HIGH-QUALITY WATER AT THE LOWEST COST POSSIBLE, IN AN ENVIRONMENTALLY RESPONSIBLE MANNER

The Goals of CCWD are to:

- Promote safety and health in our workplace and business practices.
- Manage water resources to ensure a sustainable supply and to protect water quality.
- Deliver superior customer service as a foundational priority.
- Protect customer financial interests through ongoing stewardship of CCWD resources.
- Invest in assets, technology, and efficiencies to cost-effectively provide reliable service.
- Pursue organizational excellence through diversity, equity, inclusivity, leadership, and professionalism.
- Foster partnerships through leadership and collaboration at the regional, state, and national level.
- Practice environmental stewardship by protecting natural resources and minimizing environmental impacts.





OPERATIONS AND MAINTENANCE DEPARTMENT

The Operations and Maintenance (O&M) Department is the largest department within CCWD with 177 FTE, which is over half of CCWD's workforce (330 FTE total). O&M Department provides key services in support of CCWD's mission and is responsible for operating and maintaining CCWD's lands, facilities, and equipment involved in the safe and reliable supply, treatment, and distribution of water. The O&M Department is comprised of eight divisions:

- Administration
- Facilities
- Distribution Maintenance
- Plant and Equipment Maintenance
- Canal and Grounds
- Water Treatment
- Water Quality
- Operations Control

This opportunity results from the incumbent's planned retirement later this year after a distinguished 25-year career with CCWD. Reporting to the Assistant General Manager for Water Resources, Operations and Maintenance, the Director will oversee a \$72 million operating budget and \$9.2 million capital budget in FY25. This position has five direct reports including administrative and analytical support.

THE IDEAL CANDIDATE

CCWD is seeking an experienced water industry professional who is highly motivated to serve the public as its next Director of Operations & Maintenance. In addition to being knowledgeable in the operations and maintenance of treated and untreated water systems, the ideal candidate will possess exceptional strategic and leadership skills and be a collaborative partner to other members of the CCWD Leadership team.

The ideal candidate must be a big picture thinker who can inspire others around a common vision while also being attentive to administrative and operational details. Knowledge of local, regional, County, State, and Federal water issues is essential for success in this role. While awareness of water utility trends and best practices is expected, the candidate selected will also have accomplishments that reflect an aptitude for anticipating challenges and opportunities, coupled with the ability to execute.

The candidate selected will be a proven and unifying leader and team-builder who is committed to maximizing the potential of others and has an impressive history of leading high functioning teams. The ability to manage a diverse workgroup towards a common vision and goals will set exceptional candidates apart. In addition, the ideal candidate will exhibit self-awareness and be genuinely committed to the ongoing professional growth and overall well-being of their team.

Consistently demonstrating emotional intelligence, the Director will demonstrate a strong commitment to accountability and insist on high levels of professionalism from team members while showing empathy when appropriate while also being able to comfortably navigate difficult conversations. The ideal candidate will know when to delegate and how to motivate, support, and hold staff accountable. They will appreciate the value of communicating proactively, and empowering staff to make decisions at the lowest level. The Director will recognize staff are CCWD's most valuable asset and particularly be committed to promoting organizational excellence through diversity, equity, and inclusivity.

This industry expert will also have a history of embracing partner relationships with public and private utility agencies on a local and regional basis. The ability to collaborate well with colleagues across the utility, with other departments, and with outside agencies is a prerequisite for success in this role. Known for being a collaborative and valuable business partner, the individual selected will display high emotional intelligence and sound political acumen. They will be an approachable relationship builder and authentic listener, who easily develops trust, and rapport.

The ideal candidate will be an outstanding and credible verbal and written communicator who is comfortable interacting with a wide variety of stakeholders. Solid administrative skills that include developing and managing budgets, negotiating, and managing contracts, and ensuring that resources are properly deployed and utilized will also be expected. Competitive candidates will possess superior project management skills combined with an impressive history of delivering projects on time and within budget.

Highly qualified candidates will possess eight years of increasingly responsible experience in water utility operations and maintenance, including three years of significant administrative and managerial experience working in a public agency. Training equivalent to a Bachelor's degree with major coursework in civil engineering, business, or public administration or a related field is also required.



COMPENSATION & BENEFITS

Contra Costa Water District offers an excellent compensation and benefits program. The salary range for this position goes up to \$271,856 (COLA of between 3%-4.5% scheduled November 2024, based on August 2024 CPI). Placement within the range will be DOQE. The District's benefits program includes:

RETIREMENT PLAN OF THE CONTRA COSTA WATER DISTRICT (a non-CalPERS defined benefit retirement system which is reciprocal with CalPERS): 2.35% @ 55 for Classic member employees. 2.0% @ 62 for PEPRAs members.

MEDICAL INSURANCE: The District contracts CALPERS medical. The District will pay up to the Kaiser family rate of \$2,655.67 per month.

DENTAL INSURANCE: The District provides Delta Dental plans for employees and their eligible dependents at no cost to the employee.

VISION INSURANCE: The District provides the Vision Service Plan (VSP) for employees and their eligible dependents at no cost to the employee.

SHORT AND LONG-TERM DISABILITY: District provided at no cost to the employee.

LIFE INSURANCE: District provided term life insurance equal to 2 times annual base salary, up to a maximum of \$450,000.

VACATION: Accrual rate based on years of service ranging from 15 to 35 days per year. Credit for previous years of service may be considered. 40 hours credited upon hire.

ADMINISTRATIVE LEAVE: 110 hours accrued annually with maximum accumulation of 96 hours per year.

SICK LEAVE: 8 hours per month. No maximum accrual.

HOLIDAYS: 11 days per year.

FLOATING LEAVE: 16 hours per calendar year.

EDUCATION ASSISTANCE: Up to \$3000 per fiscal year.

DEFERRED COMPENSATION: Voluntary 457 deferred compensation and 401(a) defined contribution plans available, with matching District contributions of 2%-5% based on years with the District.

AUTO ALLOWANCE: May be considered up to \$475 monthly.

ADDITIONAL BENEFITS INCLUDE: Commuter Benefits Program, Supplemental life insurance, AD&D insurance, Lifetime Retiree health options, employee assistance program (EAP), flexible spending account (FSA), vacation sell back, vacation conversion, tuition reimbursement, and gym membership subsidies.

Application & Selection Process

The closing date for this recruitment is **11:59 p.m. on Sunday, September 8, 2024**. To be considered for this opportunity, upload cover letter, resume and list of six (6) professional references using the "Apply Now" feature at www.tbcrecruiting.com.

TB&CO.

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www.tbcrecruiting.com

Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be invited to participate in interviews with the District. The District anticipates making an appointment shortly thereafter following the completion of thorough background and reference checks. The recruitment is completely confidential, and references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

