



CITY OF RIVERSIDE

City of Arts & Innovation



An Outstanding Career Opportunity

WASTEWATER SYSTEMS MANAGER

recruitment services provided by Ralph Andersen & Associates



THE OPPORTUNITY

The City of Riverside is recruiting regionally for a highly experienced professional to manage its wastewater systems with significant capital expansion projects and complex operational activities that continuously support the quality of life in Riverside. The ideal candidate will be a business-minded individual who is entrepreneurial in spirit with strong leadership skills and a proven track record of building a strong vision and then delivering quality results. The new Wastewater Systems Manager is an at-will position that will report to the Public Works Director and will be responsible for a highly capable staff of 138 full-time equivalent employees with an operating budget of \$52 million and a projected five-year CIP budget of approximately \$135 million. This senior level manager will be results-driven, with well-grounded ethical decision-making skills, superior interpersonal and communication skills, and outstanding strategic “big picture” thinking.

THE CITY OF RIVERSIDE

Located alongside the Santa Ana River, the City of Riverside has a rich history that has played a part in shaping California’s development as an agricultural leader. Riverside is the home of California’s first naval orange trees in 1873, one of which still stands today and is a California Historical Landmark. The success of orange trees in Riverside made the new citrus industry a “second gold rush” for California and, during this time, Riverside was the wealthiest city per capita in the nation. Founded on the principles of education, culture, and beauty, Riverside has grown to be the 12th largest city in the State, with a population of 303,871.

Stretching over 81-square miles, Riverside is home to the University of California at Riverside, along with several museums that celebrate art, history, technology, and culture. The City’s scenic landscape includes hills, parks, and preserved open spaces. The Historic Mission Inn & Spa is also the focus of the City’s famous Festival of Lights, a month-long festival of skating under the stars at an outdoor ice rink, carriage rides, live music, and of course, thousands of lights to celebrate the holiday season. Other events held in Riverside include the Festival of Trees, the Dickens Festival, the Riverside Airshow, the International Film Festival, and the Riverside Art Walk, which takes place the first Thursday of every month.

Riverside’s location, approximately 60-miles east of Los Angeles, puts it within driving distance of Southern California’s other attractions, like Disneyland, the Pacific Ocean and its beaches, Palm Springs, and many area wineries. As the City of Arts & Innovation, Riverside is truly a marvelous place to live, work, and play.

CITY GOVERNMENT

Riverside was incorporated in 1870, and is governed by the council-manager form of government. The City Council is comprised of the Mayor, who is elected city-wide, and seven members who are elected by ward and serve four-year terms. The Mayor and City Council appoint the City Manager to oversee City operations, which include a budget of \$993 million and staff of 2,497. The City of Riverside has won many awards and recognitions, including being listed as a Top 25 City for Business by Executive Outlook Magazine; an Emerald City designation by the State of California Department of Conservation for sustainable green initiatives and renewable energy, the first such designation given; and one of America’s 100 Best Communities for Young People by America’s Promise Alliance.

THE PUBLIC WORKS DEPARTMENT

The Public Works Department maintains, operates, and improves the City’s infrastructure, including a 40-million gallon a day sewage treatment plant, 800 miles of sewers, 870 miles of streets, 300 miles of storm drains, and 360 traffic signals.

Infrastructure facilities are maintained and improved to provide adequate capacity for future growth as well as efficient, cost effective service for existing customers. In addition, infrastructure improvements are constructed to beautify neighborhoods or improve safety and neighborhood livability.

The Department also provides solid waste collection, street maintenance, and construction inspection services. Approximately two thirds of all residential customers receive City solid waste services, with the remaining customers receiving service from a private waste hauler. All commercial customers are serviced by one of three private solid waste haulers. The Street Services Division actively addresses public health issues through street sweeping and storm drain cleaning. The Solid Waste Collection System includes enhancements through the Clean Up Riverside’s Environment (C.U.R.E.) program. Department personnel also provide construction permitting, inspection, and plan checking services to ensure compliance with City standards. The Department has 365 full-time equivalent employees and a adopted FY 2014/15 operating budget of approximately \$130 million.



ABOUT RIVERSIDE RWQCP

Riverside operates and maintains a wastewater collection system serving a population of more than 300,000 within the City and surrounding areas. More than 800 miles of public sewers convey wastewater from residences and businesses to the Riverside Regional Water Quality Control Plant (RWQCP). At the plant, wastewater is made clean and safe through tertiary treatment before it is discharged to the Santa Ana River. Collecting and treating the region's wastewater requires coordination and teamwork. The Sewerage Systems Division is made up of highly trained, State-certified personnel working 24 hours a day to oversee all aspects of the collection and treatment processes. Through their efforts, Riverside improves water quality in a manner consistent with Federal and State regulations.

The RWQCP is rated at 40 MGD and is currently halfway through a \$240 million rehabilitation and expansion to 46 MGD. The plant expansion will see the incorporation of various new technologies including a 20 MGD MBR system designed to produce high-quality effluent water that can be reused throughout the region. Construction of the plant commenced in October 2012 and is expected to conclude at the end of 2015.

THE POSITION

This position is a key member of the Public Works Director's leadership team and provides day-to-day management of the Sewerage Division. The successful candidate for the Wastewater Systems Manager will have the unique and exciting opportunity to continue to complete the RWQCP expansion project and continue to streamline and implement a number of innovative operational changes focused on improving customer service, productivity, and efficiency.

Typical duties and responsibilities of the position include, but are not limited to:

- Plan, direct, and coordinate the overall operation of the Sewerage Division within available resources;
- Develop priorities, approach, and strategies regarding organizational development/improvement initiatives; develop, plan, and implement Department goals and objectives in accordance with the core purpose, mission, vision, and values of the City;
- Develop, recommend, and administer policies and procedures; identify, develop, and implement initiatives to improve service delivery;
- Provide direction and advice to Division management; coordinate interdepartmental activities as well as City activities with outside agencies and organizations;

- Perform or supervise comprehensive management analyses in a wide range of municipal policies, organization, procedures, budgetary, and finance areas including utility rate structure analysis and make recommendations on utility rates;
- Represent the City to outside groups and organizations; participate in outside community and professional groups and committees;
- Provide staff assistance to the City Council, committees, commissions, and the City Manager in matters related to a wide variety of City administration activities and programs;
- Build and maintain positive working relationships with the Senior Executive Team, City Council, co-workers, other City employees, and the public using principles of good customer service;
- Develop and implement long- and short-term strategic plans in support of Division and City-wide goals and objectives;
- Plan, organize, direct, and evaluate all operations relating to RWQCP master planning, CIP design, utility rates/grants, and regional initiatives/strategic planning, including the design, operation, construction, maintenance, and repair of wastewater treatment facilities;
- Initiate and oversee the development, administration, and improvement of programs and strategies for protecting the City's wastewater treatment resources and wastewater treatment capacity, ensuring a reliable supply of high quality water to meet future needs and ensuring the availability of adequate physical facilities to meet future needs; and
- Select, train, motivate, and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; and maintain discipline and high standards necessary for the efficient and professional operation of the Division.

In summary, provide dynamic leadership and vision in order to manage people and constructive change while continuing to mentor, coach, and provide staff development.

THE IDEAL CANDIDATE

The ideal candidate for this position will lead by example and have a proven track record with a strong vision and an entrepreneurial spirit to provide direction and strategic planning for the Sewerage Division. The ideal candidate will be a business-minded individual who not only understands the technical aspects of the Sewerage Division's activities but can also communicate complex technical or politically sensitive concepts with a broad range of audiences in a persuasive and articulate manner. The demonstrated ability and desire to create strong working relationships



with local and State officials, public officials, and regional agencies and municipalities are central to the Manager's activities. Candidates must show political acuity and compassionate consideration regarding the impact of the Division's activities on the citizenry. A candidate who shows humor, flexibility, and an inclusive personality would do well in this position, as would someone who can develop and maintain partnerships with other members of the City's management team. Candidates should possess a collaborative nature. The ideal candidate will possess a background in and understanding of the construction, operation, and maintenance of water and sewer systems; water and wastewater environmental compliance regulations; long-range master planning and strategic planning for public works systems and improvements; and solid analytical skills/business acumen.

In summary, the ideal candidate will be a collaborative leader, with keen judgment and unquestioned integrity in his or her commitment to leading staff and fulfilling a full range of responsibilities for the position.

THE QUALIFICATIONS

Experience: The Wastewater Systems Manager will have five (5) years of experience in wastewater treatment and collection operations, including supervisory experience in activated sludge and infiltrative processing plants, regulatory compliance and operations planning, evaluation and budgeting; or five (5) years' experience in sanitary engineering.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration; environmental, civil, or sanitary engineering; or a closely related field. A Master's degree may be substituted for one (1) year of the required experience.

Certificates: Possession of an active Grade V Wastewater Treatment Plant Operator Certificate issued by the State of California is desirable but not mandatory.

COMPENSATION AND BENEFITS

The City is offering a competitive salary range up to \$157,439 per year (DOQ). The Wastewater Systems Manager will also receive an excellent benefits package including PERS. For further details on the City's benefits package, visit www.ralphandersen.com.

TO BE CONSIDERED

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. **The first review of resumes will take place on August 29, 2014.** This position is open until filled; however, **candidates are encouraged to apply early in the process for optimal consideration.** Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a compelling cover letter; comprehensive resume; salary history; and six (6) professional references.

An electronic version of all submittals is strongly encouraged. Interested candidates may apply via email to apply@ralphandersen.com.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Ideally, the Wastewater Systems Manager will join the City of Riverside in October 2014, or sooner.

Finalist candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified.

Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcomed.

