



General Manager

Apply for an opportunity to lead an exceptional organization utilizing industry leading practices in daily operations and capital projects.





THE DISTRICT

Alderwood Water & Wastewater District serves a population of 250,000 customers across 44 square miles in southwest Snohomish County, Washington. Formed in 1931, it is the largest special-purpose water and wastewater district in the state with 147 employees and budgets of \$95.49 million operating and \$28 million capital.

The District's water is purchased from the City of Everett and comes from Spada Reservoir, located at the headwaters of the Sultan River about 30 miles east of Everett. From the Spada Reservoir, the water travels through a pipeline to Chaplain Reservoir, where the City of Everett Water Filtration Plant is located. The District's average daily demand is about 26 million gallons per day (mgd) with a maximum day demand of 51 mgd.

The District's wastewater operations commenced in 1966 and treatment is accomplished through the District's treatment plant as well as contracts with King



County and the City of Everett. The plant was rebuilt in 2012 and a capacity upgrade was completed in 2019, making it a state-of-the-art facility capable of processing 6 mgd with a maximum peak-hour flow of 13.2 mgd. Nearly a dozen lift stations are included in these operations.

Snohomish County communities provide an excellent quality of life with a strong local economy, variety of housing options, and excellent schools. Located on Puget Sound, the region's varied topography ranges from saltwater beaches, rolling hills, and rich river bottom farmlands in the west to dense forest and alpine wilderness in the mountainous east. Residents enjoy a moderate year-round climate, with average temperatures ranging from a high of about 75°F in July to a low of about 35°F in January. The Olympic Mountains to the west, across Puget Sound, shelter the area from excessive precipitation coming off the Pacific Ocean.

To learn more about the District, please visit:
<http://www.awwd.com/AboutAWWD.ashx?p=1169>

THE POSITION

The General Manager reports to a five-member Board of Commissioners and serves as the Chief Executive Officer of the District. The position directs and manages the administrative, financial, engineering & development, and maintenance & operations functions of the District.

Essential functions and skillsets include:

- » Provides leadership and management including planning, goal setting, and evaluating District effectiveness in cooperation with the District Board of Commissioners;
- » Provides full charge and control over construction, maintenance and operation of the water and wastewater system; ensures the training needs and requirements are met;



- » Prepares, recommends for Board approval, and administers the District's annual budget including salaries, maintenance, and capital projects;
- » Maintains full power and authority to employ, discipline, and discharge employees per established District policies and contractual agreements;
- » Directly supervises District's Department Heads in the areas of Engineering and Development, Finance, and Maintenance and Operations; directly supervises the Human Resources Manager, the Emergency Management and Public Outreach Coordinator and the Executive Assistant;
- » Provides legislative review and advocacy on Federal, State, or local issues affecting District operations;
- » Maintains a close working relationship with the Board of Commissioners and oversees the preparation of weekly Board meeting agendas and preparation material.
- » Represents the District in matters involving Federal, State, and local regulatory agencies and the media;
- » Provides public liaison to the general public, civic, regulatory or advocacy groups;
- » Oversees, participates in the negotiation of, recommends board approval, and administers various contracts related to District business, including intra-agency agreements and the collective bargaining agreement;
- » Assures compliance with Washington State Department of Health and Ecology and all related laws regarding water and wastewater systems, as well as District policies, specifications, requirements, and practices.

success – practical realism and decisiveness are valued qualities.

It will be essential for the General Manager to continue to foster a culture of progression as a learning organization as well as to champion accountability so as to maintain the historically positive and stable work environment at the District. Whether with staff or between the Board and staff, engendering trust through transparency and ownership will be crucial to success. The District has experienced directors who manage well and truly listen to staff input. The new General Manager will be expected to roll up their sleeves along with the staff and be present and visible across the organization, collaborate at all staff levels, and promote safety as well as innovation.

Career-minded candidates will appreciate the scope and scale of the District which creates some unique opportunities with projects and resources. Being a regional leader while also minding the shop, so to speak, will be an important balance to strike. Legislative affairs will be an important responsibility of the General Manager as recent and pending changes in regulations are influencing the District's operations with respect to treatment and regionalization. Strong growth trends will require an eye to the future. New capital projects, strategic planning, and initiatives concerning asset management, health, and security will be very engaging for the selected candidate. The next General Manager will have the opportunity to leave their mark and vision for the organization.

THE IDEAL CANDIDATE

The new General Manager should be personable, fair, and lead by example with integrity. Being able to prioritize the most important issues and execute these initiatives with excellence will be a mark of



The District offers long-term leadership among its active and engaged Board, top of class professional development and training opportunities, and a friendly atmosphere among employees where family and a healthy personal life are valued. The District is often sought out by other professionals in the region as a high-quality employer with a positive culture.

QUALIFICATIONS & COMPENSATION

Any combination of training and experience that provides the required knowledge and abilities necessary to perform the functions of the position is qualifying. A typical way to obtain the requisite knowledge and abilities would be a bachelor or masters (preferred) degree from an accredited university or college with a major in Business Administration, Public Administration, Engineering, Construction Management, or closely related field. **Ten years** of increasingly responsible and broad experience in engineering, administration, or management in a private or public (preferred) agency; preference for experience in water or wastewater management fields. Background should include experience working with elected board, city council, or similar body, and responsibility for planning, development and implementation of programs, budgets, and operations.

The salary range for this position is **\$175,000 - \$240,000**. The District provides an excellent array of benefits that includes retirement, paid time off, and professional development. For more details on health insurance, please visit: www.awwd.com/jobs

APPLICATION AND SELECTION

The position is open until filled with the first review of resumes on **Monday, June 15, 2020** – early applications are encouraged. To be considered for this exceptional opportunity, please submit your resume (including month/year of employment dates, plus staff and budget sizes managed), cover letter, and the names of six professional references (two each: supervisors, direct reports, and colleagues) to:

<https://executivesearch.cpshr.us/JobDetail?ID=1655>

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the District. It is anticipated that a selection will be made following final interviews and the completion of comprehensive reference and background checks.

For more information contact:

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