

Director, Municipal Utilities and Engineering





THE COMMUNITY

Redlands is a city in the heart of the Inland Empire, in San Bernardino County. With a population of approximately 70,000 and founded in 1881 and incorporated in 1888, Redlands is a quintessential “big town” with a “small town” feel. For much of its history, it was the “Washington Navel Orange Growing Capital of the World,” with the citrus industry as the main focus of its economy.

Through the years the economy may have changed, but that special feeling of community in a small town hasn’t. This is clear as you take a look around Redlands. Tree-lined State Street is still comprised primarily of beautiful historic buildings and locally-owned shops and boutiques. Some of its most famous buildings, like A.K. Smiley Public Library, a Moorish-style library built in 1898, the Redlands Bowl, built in 1930 and home of the oldest continuously free outdoor concert series in California, are merely steps from historic downtown. One can stroll through neighborhoods filled with turn-of-the-century bungalows as well as landmark homes such as the Kimberly Crest House and Gardens, a home museum featured on the PBS series “America’s Castles”.

Surrounded by gorgeous mountains, Redlands is located approximately 60 miles northeast of Los Angeles, and 45 miles west of Palm Springs which makes it an easy drive to reach mountains, beaches, and deserts. The city is known for its Victorian and historical architecture, orange groves, and an array of seasonal and annual events. Downtown Redlands has a great atmosphere for shopping, dining, or just taking a stroll down tree-lined streets. Redlands’ parks are perfect for picnicking, and are designed with this in mind. Redlands also features colleges such as the beautiful campus of University of Redlands, and is in close proximity to California State University, San Bernardino, Loma Linda University, and UC Riverside. There are several community colleges local to the area. Travelers also have access to the Metrolink, Omni Trans, the Redlands Municipal Airport and Ontario International Airport.

CITY GOVERNMENT

The City’s motto is “A City That Works” and the City is committed to preserving its historical qualities while providing services to City residents that are reflective of the 21st Century. The City of Redlands is a full service City, governed by a City Council/City Manager form of government. The City Council consists of five representatives chosen at large by the electorate. The Mayor and Mayor Pro Tem are then elected by the Council. The Mayor and Council set policy, enact legislation, and adopt the budget

under which the City operates. The City Manager, appointed by the Council, is the chief administrator for the City.

City of Redlands Mission and Values
“Redlands is a balanced, innovative and healthy community meeting tomorrow’s needs while protecting the quality and heritage we value.”

To learn more about the City of Redlands, visit the City’s website at www.cityofredlands.org.

THE DEPARTMENT

The Municipal Utilities and Engineering Department plans, builds, and maintains Redlands’ physical and environmental infrastructure for the residents, businesses and visitors of the City, making it a sustainable and desirable place to live, work, invest, and visit. With a departmental budget of approximately \$64 million, the Director oversees three divisions including engineering, water, and waste water with a total staff of 101 FT and 11 PT employees.

THE POSITION

The Municipal Utilities and Engineering Director will plan, manage, direct, oversee and coordinate the activities of the Municipal Utilities and Engineering Department, including administration, engineering, water production, treatment and distribution, wastewater collection, treatment and laboratory analysis; provides highly complex staff assistance to the City Manager. This position provides direction and supervision over management, supervisory, professional, technical and clerical staff.

Responsibilities include but are not limited to the following:

- Develops, plans, and implements goals and objectives, establishes and administers departmental policies and procedures.
- Directs, oversees, and participates in the development of the Department’s work and strategic plans.
- Makes technical engineering and administrative decisions.
- Establishes technical criteria and standards.
- Supervises and participates in the development and administration of the Municipal Utilities Department’s budget.
- Plans and recommends a capital projects budget for each utility, directs the forecast of additional funds needed for staffing, equipment, materials, and supplies.



- Monitors and approves expenditures.
- Represents the Department in debt financing issues.
- Provides direction and oversight for the operational and administrative activities of the Department's wastewater collection, treatment, and disposal operation, including a wastewater treatment plant.
- Provides direction and oversight for the operational and administrative activities of the Department's water production and distribution operation, including two surface water treatment plants.
- Provides direction and oversight for the engineering and administrative activities of the Department's engineering, including capital projects, development review, operational and administrative support.
- Coordinates the activities of consulting engineers, and the review and approval of engineering plans and specifications for utility construction projects and equipment.
- Provides direction and oversight for the operational and administrative activities of the Department's regulatory compliance section, including laboratory operation, regulatory reporting and storm water monitoring and reporting.
- Ensures that the City is in full compliance with all current potable and non-potable water standards, wastewater discharge requirements, established by regional, State, and Federal regulatory agencies.
- Interprets policies and procedures established by regulatory agencies.
- Resolves work problems and interprets administrative policies to subordinates, other departments, consultants, contractors, and the public.
- Provides information to the public, responds to and resolves citizen complaints and concerns.
- Coordinates Department activities with other City departments, divisions, and with outside agencies.
- Provides staff assistance to the City Manager and City Council, prepares and presents staff reports to the City Council, prepares other necessary correspondence and presentations.

THE IDEAL CANDIDATE

The ideal candidate will be a strategic leader and effective communicator with excellent managerial skills and a strong customer service orientation. This position requires an energetic and results-oriented individual with the ability to facilitate positive change, work effectively with staff, executive leadership, elected officials, and the general public, and the ability to create a structured, collaborative, and team-oriented working environment. Must possess a proven track record successfully implementing and completing projects and programs within a public-sector organization. The ideal candidate will be a seasoned professional with solid technical and leadership acumen to provide vision, and ensure best practices in providing excellent engineering, water, and wastewater services for the City.

Key Attributes and Characteristics

- The ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Excellent verbal, written, and interpersonal communication skills.
- Strong customer service and business acumen, with the ability to carefully evaluate and improve the organization's efficiency, effectiveness, and productivity.
- Can understand and work in a political, public-sector environment; and be flexible, thick-skinned, and able to adapt to changing priorities.
- The ability to create structure and build positive interdepartmental working relationships.
- Be a collaborative problem solver; able to form consensus, and stay organized and prepared.
- Strong personnel management and employee relations skills; able to delegate authority and responsibility while promoting individual accountability.
- Calm under pressure, possessing a positive attitude and a good sense of humor.
- Able to offer and receive constructive criticism.
- An active listener.

Skills and Knowledge

- Maintain complex records and prepare comprehensive technical reports, studies, and correspondence on technical, operational, and administrative matters.
- Interpret and apply local, State, and Federal laws, regulations and codes.
- Communicate clearly and concisely, both orally and in writing, with the ability to present administrative and technical information and data in an effective manner and to all audiences.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Prepare and administer a budget, including financing and grant funding.



MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university with major coursework in public administration, business, engineering or a closely related field. A Master's degree is desirable.
- Ten years of increasingly responsible management and supervisory experience in the administration of municipal utility operations
- Five years in a public agency.
- Solid skill set and knowledge in the principles and practices of civil engineering and public administration, including organizational, administrative, and personnel management, and including water, wastewater, and engineering and administration applications in a public agency; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

COMPENSATION AND BENEFITS

The salary range for this position is **\$183,984 - \$223,644** depending on experience.

The City offers an outstanding benefits package that includes:

- Medical Insurance - City pays monthly premium for employees and eligible dependents
- Dental Insurance - City pays monthly premium for employees and eligible dependents
- Vision Coverage - City pays monthly premium for employees and eligible dependents
- Life & Accidental Death and Dismemberment - \$25,000/\$25,000
- Deferred Compensation - \$1,125 per year + 2% of salary per year

- PERS Retirement - 2% @ 55 for classic PERS Members; 2% @ 62 for new members; employee share paid by employee
- Annual Leave - 392 hours per year
- Bereavement Leave
- Paid Holidays - 12 Per Year
- Tuition Reimbursement Program - City will reimburse for fees, up to cost of UCR

APPLICATION PROCESS & RECRUITMENT SCHEDULE

The final filing date for this position is **Friday, September 25, 2020**. To be considered, please submit your cover letter with current salary, résumé, and a list of four professional references (who will **not** be contacted in the early stages of the recruitment). Résumés should reflect years **and** months of positions held, as well as the size of staff you have managed. Please go to our website to apply:

<https://executivesearch.cpshr.us/JobDetail?ID=1684>

CPS HR CONSULTING

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Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. Final interviews may include presentations to multiple panels, as determined by the City. The final candidates will be subjected to an extensive reference and background check. For additional information about this position please contact Frank Rojas.

