



Las Virgenes Municipal Water District

invites your interest in the position of

Director of Facilities and Operations



The Community

Joining the team at Las Virgenes Municipal Water District (LVMWD) means you will be a part of a highly-skilled and well-respected professional labor force. LVMWD provides the critical service of delivering safe, reliable potable water and, along with the Triunfo Sanitation District operated under a Joint Powers Authority (JPA), provides wastewater treatment, recycled water service and biosolids composting. The LVMWD service area spans 122-square miles serving the cities of Agoura Hills, Calabasas, Hidden Hills, and Westlake Village, as well as the neighboring unincorporated areas of western Los Angeles County.

LVMWD headquarters is located in **Calabasas**, CA. Nestled in the oak dotted foothills of the Santa Monica Mountains, the upscale community with small town charm features a progressive local economy, safe neighborhoods, blue ribbon schools and supports healthy lifestyles.

Agoura Hills offers many recreational opportunities including hiking and equestrian trails, scenic vistas, ample open space and a wide array of businesses.

Hidden Hills is a small, equestrian-centric, exclusive community with approximately 2,000 residents. With a country-like spirit, its residents preserve a way of life that is becoming increasingly missing from other communities.

Westlake Village is a unique, master-planned community. The city includes twenty individual neighborhoods with active homeowners' associations to promote and maintain high quality architectural standards.

A wide array of housing choices are available from apartments and townhomes to estates and equestrian properties across the LVMWD service area. The region is served by the Las Virgenes Unified School District. With its rich history of excellence, the District provides high-quality education for levels of preschool to grade 12. Excellent private schools are also an option as many are found throughout the area.

All four of these communities, and the unincorporated locations of western Los Angeles County, benefit from their proximity to the cultural and recreational assets of the greater Los Angeles area. Close by are several world-class facilities including the Music Center, Hollywood Bowl, J. Paul Getty Museum, the John Anson Ford Theatre and much more. Closer attractions include the world-famous beaches of Malibu and Ventura County, the Thousand Oaks Performing Arts Center, local botanical gardens, colleges and universities, professional sports and acres of parks, gardens, lakes, hiking trails and natural areas.

The Organization

LVMWD currently provides water service to a population of approximately 70,000 people including residential and commercial customers. The District operates and maintains 25 water tanks, 24 pumping stations, 394 miles of main line, Las Virgenes Reservoir and the Westlake Filtration Plant. Additionally, the Tapia Water Reclamation Facility and the Rancho Las Virgenes Composting Facility are operated under the JPA. LVMWD has a proposed operating budget for Fiscal Year 2019-2020 of \$81.9 million.

Every day, the 118 dedicated employees of LVMWD work to efficiently deliver safe, clean, dependable water and provide environmentally protective wastewater treatment services. Following the example from nature around us, LVMWD works to maximize the region's limited water resources by "Valuing Every Drop - Bringing Water Full Circle."

LVMWD uses a holistic approach to close the sustainability loop by maximizing the use of the residuals remaining from the treatment processes. Potable water is delivered to and used by customers. The wastewater is then collected and highly treated to be used again as Title 22 tertiary treated recycled water for irrigation. Also, from the wastewater treatment process, the biosolids are separated and processed into "Class A- Exceptional Quality" garden compost given to those interested in using it free of charge.

LVMWD is also on the forefront of water treatment processes and innovative technology. In 2015, the District began a 13 year, \$100 million infrastructure project in collaboration with Triunfo Sanitation District through the JPA to treat its recycled water to drinking water standards through the Pure Water Project Las Virgenes-Triunfo.

LVMWD is organized under the Municipal Water District Law of 1911 (California Water Code 71000). A publicly elected five-member Board of Directors governs the District, each representing one of five divisions. The directors serve overlapping four-year terms. From among its members, the board selects officers and a representative to the Board of Directors of Metropolitan Water District of Southern California.

The District is managed by a General Manager who is assisted by three department heads: Director of Facilities and Operations, Director of Finance and Administration and Director of Engineering and External Affairs.

The Department

The Facilities and Operations Department is responsible for the operation and maintenance, regulatory compliance, and repair and rehabilitation of all District facilities. Also, the department oversees a state-certified water quality laboratory.

Three division managers report directly to the Director of Facilities and Operations: a Water Systems Manager, Water Reclamation Manager and Facilities Manager. The department currently consists of 62 employees.

VISION STATEMENT

VALUING EVERY DROP - BRINGING WATER FULL CIRCLE

WE ARE GUIDED BY THESE VALUES IN OUR INTERACTIONS WITH OTHERS ...

- INTEGRITY
- RESPECT
- COMMITMENT
- RESPONSIBILITY
- COLLABORATION
- LEADERSHIP

POTABLE WATER - WASTEWATER TREATMENT - RECYCLED WATER - COMPOSTING - RENEWABLE ENERGY

MISSION STATEMENT

DEDICATED TO PROVIDING HIGH-QUALITY WATER SERVICE IN A COST-EFFECTIVE AND ENVIRONMENTALLY SENSITIVE MANNER.

OUR COMMITMENTS ...

- HIGH LEVEL OF CUSTOMER SATISFACTION
- TRANSPARENCY AND COMMUNITY ENGAGEMENT
- HIGHLY EFFECTIVE WORKFORCE
- MAXIMUM REUSE AND RESOURCE RECOVERY
- SOUND FINANCIAL MANAGEMENT
- RELIABLE WATER SUPPLY AND SERVICE
- SOUND PLANNING AND APPROPRIATE INVESTMENT
- INNOVATIVE AND EFFICIENT OPERATIONS
- PROTECTION OF PUBLIC HEALTH AND THE ENVIRONMENT
- SAFE, HIGH QUALITY WATER

POTABLE WATER - WASTEWATER TREATMENT - RECYCLED WATER - COMPOSTING - RENEWABLE ENERGY

LVMWD Business Values

High Level of Customer Satisfaction	Transparency and Community Engagement	Highly Effective Workforce	Safe, High Quality Water	Protection of Public Health and the Environment
Maximum Reuse and Resource Recovery	Sound Financial Management	Reliable Water Supplies and Service	Sound Planning and Appropriate Investment	Innovative and Efficient Operations

The Ideal Candidate

Under the administrative direction of the General Manager, the Director of Facilities and Operations plans, organizes and directs the operation and maintenance, regulatory compliance, and repair and rehabilitation of all District facilities, including the potable and recycled water distribution systems, water and wastewater treatment facilities, composting facility, trunk sewers, pumping and lift stations and buildings. Three managers report to the Director along with an Administrative Assistant and Administrative Services Coordinator.

The successful candidate will possess excellent communication and interpersonal skills to build effective relationships with staff, community leaders, partner agency representatives, the Board of Directors and customers. The candidate will foster teamwork, encourage inter-departmental collaboration and mentor employees. The individual will support the needs of field staff and keep those in field offices updated on important District activities or initiatives. He or she will be politically savvy and effective in projecting a positive image of the District. The individual will maintain poise in difficult situations, demonstrate adaptability and participate actively in organizational decision-making as a member of the Executive Management Team.

Candidates should possess seven (7) or more years of increasingly responsible experience, with at least three (3) years at the manager level, in a related field including the planning, operation and maintenance of water treatment, distribution or reclamation facilities. A Bachelor's degree from an accredited college or university with major course work in civil engineering, public administration, business administration or a closely related field is required. A Master's degree from an accredited college or university in civil engineering, public administration, business administration or a closely related field may be substituted for one (1) year of managerial experience.

Compensation & Benefits

The Director of Facilities and Operations salary range is \$161,008 - \$245,698 annually, DOQ. The District offers an excellent and competitive benefits package to employees.

Retirement – California Public Employees’ Retirement System (CalPERS) full formula 2%@55 for Classic members and 2%@62 for New members, with employee paying employee’s portion.

Medical Insurance – The District covers up to 98% of the monthly premium cost of the Kaiser family plan rate and offers a choice of HMO and PPO plans.

Dental Insurance – The District provides employer paid dental coverage to employees and their dependents.

Vision Care – The District provides a vision coverage program at no cost to the employee. Employees may elect to cover dependents at a group rate price.

Life, Short Term & Long Term Disability Insurance – The District provides life insurance in an amount equal to the annual salary plus \$50,000. Short-term and long-term disability plans are also provided and are paid for by the District.

Holidays – The District provides 12 paid holidays per year

Paid Leaves – Employees accrue vacation hours based on years of service with the District ranging from 104–168 hours per year. Sick leave is earned at a rate of 8 hours per month. Management leave is also provided.

Deferred Compensation – The District provides up to 3% of base salary deferred, and matched on a dollar for dollar basis into either a 401(a) or a 457(b) plan.

Social Security – In addition to CalPERS, the District participates in Social Security. The District and employees contribute a required percentage of base wages for Social Security.

Retiree Medical Benefits – The District contributes 75% of the least expensive plan rate for employee only to employees who retire after at least 10 years of service with the District and are at least 55 years of age.

Additional Benefits – Also attractive is a 9/80 work schedule, flexible spending account options, tuition reimbursement program and more.

Application Process

If you are interested in this outstanding opportunity, please visit our website at LVMWD.com to apply online. A **cover letter and resume** must be attached to your employment application. The District is an Equal Opportunity Employer and welcomes applications from all qualified applicants.

**Filing Deadline:
JUNE 30, 2019**

Following the closing date, all applications will be screened according to the qualifications desired in this brochure. The most qualified candidates will be invited to continue in the selection process. All candidates will be advised of the status of the recruitment following the selection of the Director of Facilities and Operations.

If you have any questions regarding this position, please contact Sherri Paniagua at (818) 251-2126.