

PUBLIC WORKS MANAGER— UTILITIES

**Public Works Department
CITY OF MILPITAS, CALIFORNIA**

ANNUAL SALARY: \$159,191 - \$198,988 DOQ/DOE

THE CITY OF MILPITAS IS SEEKING A **PUBLIC WORKS MANAGER—UTILITIES** to provide visionary leadership for operations and maintenance of the water distribution, sewer, and storm drain collection systems, under the direction of the Deputy Public Works Director. The Public Works Manager - Utilities will have oversight of 21 staff and an approximate annual operating budget of \$6 million.

This experienced, decisive, and capable Manager will play a critical role in overseeing and modernizing the operations of Milpitas' utility systems; focusing primarily on maintaining the drinking water system, storm collection systems, and sanitary collection systems which serve our community of over 81,000 residents. The ideal candidate for this role combines a deep understanding of water distribution, storm and sewer collection systems, operations, and maintenance with a proven history of exceptional leadership. The successful candidate will have a background in managing and developing staff, creating systems of accountability, and fostering a positive and inclusive work culture. *If you are an enthusiastic professional with a passion for public works, apply today!*



THE CITY & COMMUNITY

THE CITY OF MILPITAS IS A **PROGRESSIVE COMMUNITY** within the high-tech Silicon Valley region and is home to technology giants such as Google, Apple, Microsoft, Facebook, eBay, and more. The City and its staff are committed to accomplishing the community's vision.

The City of Milpitas is a full-service city including a water and sewer utility, police, and fire services. The City Council works with staff to develop and execute planning and policy decisions for the community and oversees the City's approximately \$231.8 million budget with 452 full-time employees.

Milpitas is located at the southern tip of the San Francisco Bay. Milpitas' housing market remains affordable relative to the majority of Santa Clara County, with homeownership at nearly 65%. While the region is the center of technology and innovation, it is also an idyllic location to live and raise a family. The city is near beaches, mountains, and city life and provides a year-round calendar of great things to do including surfing, festivals, concerts, theatre, snow and water skiing, biking, hiking, fishing, and much more.



THE DEPARTMENT & DIVISIONS

LED BY THE DIRECTOR OF PUBLIC WORKS, the Department includes approximately 114 full-time staff and an operating budget of \$25 million. The Public Works Department serves to enhance, improve, develop, and maintain public infrastructure, through the design, construction, and maintenance of various public works programs essential to the safety, mobility, and quality of life for the community. The Department encompasses Engineering Division, Streets, Parks, Trees & Landscape, Facilities and Fleet, Utilities and Utility Engineering, Environmental Programs, and Administrative Services.

The City's water infrastructure includes a 280-mile water distribution pipeline that delivers 11 million gallons of drinking water per day; 13 stormwater pump stations that serve to pump stormwater into local creeks; and one large main sewer lift station which pumps to San Jose's treatment plant. The Department works in collaboration with the City Council and enjoys positive relationships with labor unions, regulatory agencies, and the public — efficiently serving over 22k customers every year.



THE JOB

THE PUBLIC WORKS MANAGER — UTILITIES WILL oversee the work of field crews engaged in the operations, maintenance, and oversight of minor construction of the City's water, stormwater, and wastewater infrastructure. They will spend approximately 30% of their time in the field, with the remaining 70% of their time spent in administrative oversight. This Manager reports directly to the Deputy Public Works Director and oversees, develops, and mentors 21 staff, many of whom are working toward the completion of certification programs. The Manager will manage an operating budget of \$6 million and will work closely with the City's Engineering department to deliver major utility capital improvements. While managing major utility infrastructure projects and programs, this Manager will collaboratively work with Public Works leadership and staff, other City staff, public officials, executive leadership, contractors, and the general public.

RECENT SUCCESSSES

SMART METERS

The City recently completed the implementation of a new Smart Meter (AMI) utilities system, supporting conservation efforts and reducing operating costs.

SCADA SYSTEM

The Department is nearing completion of the first phase of their new automated equipment, supervisory control, and data acquisition (SCADA) system installation process. The system is at 90% completion and includes SCADA controls and displays for the City's pump stations, reservoirs, and water system pressure-reducing valves.

RATE INCREASE

The Council approved a five-year rate increase strategy, which went into effect in July 2023.



THE IDEAL CANDIDATE

THE IDEAL CANDIDATE FOR THIS POSITION WILL have a deep understanding and experience overseeing water operations and distribution systems. They will lead the improvement of the division's preventative maintenance program and support the Deputy and Director in the budget development process. This manager should possess a strong grasp of public works and utilities technologies including ArcGIS, field tablets, asset management, and SCADA systems.

The Manager will motivate staff to seek opportunities for advancement and perform at their best. They will cultivate a collaborative work culture and mentor employees toward higher certifications. The ideal Manager will be a confident and highly communicative leader who is comfortable having difficult conversations, delivering staff feedback, and creating a positive team culture.

The ideal candidate will also have knowledge of...

- ▶ Federal, State, County, and City rules and regulations pertaining to the construction, maintenance, and operation of water, sewer, and stormwater systems;
- ▶ Principals of electrical and mechanical installation, function and maintenance, SCADA instrumentation and controls, and emergency power backup systems;
- ▶ Implementation and enforcement of field and construction safety practices and procedures;
- ▶ Effective report-writing techniques for communication with internal and external stakeholders; and
- ▶ Computerized asset management systems, SCADA, and ArcGIS systems.

EMPLOYMENT STANDARDS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Associate's or Bachelor's degree in Public Administration, Business Administration, Civil Engineering, or a related field.

Experience: Five (5) to eight (8) years of increasingly responsible experience involving the construction, maintenance, and operation of water distribution systems, with at least two (2) years spent in a supervisory capacity.

Required for all applicants:

Water Treatment Certification:

Valid Water Treatment Operations Certificate (Grade T2 or above) issued by the California State Water Resource Control Board or ability to obtain within one (1) year of employment.

Water Distribution Certification:

Valid Water Distribution Operations Certificate (Grade D4 or above) issued by the California State Water Resource Control Board, maintained for the duration of employment.

Driver's License:

Valid California Driver's License and satisfactory driving record.

Required within eighteen (18) months of employment, and maintained for duration of employment:

Water Treatment Certification:

Valid Water Treatment Operations Certificate (Grade T3), issued by the California State Water Resource Control Board.

Water Distribution Certification:

Valid Water Distribution Operations Certificate (Grade D5), issued by the California State Water Resource Control Board.

Desired:

Collections Systems Certification: Valid Collection System Maintenance Certificate (Grade 3 or above) issued by the California Water Environment Association (CWEA).

EXCITING PROJECTS & OPPORTUNITIES

WASTEWATER FACILITY: The Council approved the construction of a new sanitary sewer force main that connects to the San Jose-Santa Clara Regional Wastewater Facility, with a \$6.6 million initial cost in the 2022-2023 budget and a projected five-year cost of \$33.9 million.

MAINLINE REPLACEMENT: The Department is in the design phase for a major water mainline replacement project. The replacement will reduce water loss and improve system efficiency, creating a more modern and effective distribution system, while addressing rehabilitation of the City's aging infrastructure.

ASSET MANAGEMENT: The Manager will have the opportunity to champion a new asset management project, serving to more effectively use preventative maintenance to repair and maintain vital utility systems.

GROUNDWATER WELLS: The City will be building additional groundwater wells over the next five years to meet future water supply demands.

CITY OF MILPITAS' APPROVED
BUDGET FOR 2023-2024

CAPITAL IMPROVEMENT PROGRAM

WATER SYSTEM MASTER PLAN

SEWER MASTER PLAN

STORM DRAIN MASTER PLAN



SALARY & BENEFITS

ANNUAL SALARY: \$159,191 - \$198,988 DOE/DOQ, and an attractive benefits package that includes:

RETIREMENT. Membership in CalPERS. City doesn't participate in Social Security but does contribute to Medicare.

MEDICAL INSURANCE. Choice of CalPERS Medical Plans.

RETIREE MEDICAL. Employees are eligible upon CalPERS retirement from the City to receive up to 100% retiree medical coverage based on years of service.

DENTAL & VISION. Full family coverage for Delta Dental and MES Vision at no cost to the employee.

LIFE INSURANCE. \$50,000 term policy. Supplemental employee-paid life insurance is available up to \$500,000, based on carrier acceptance.

DISABILITY INSURANCE

DEFERRED COMPENSATION. City contributes \$900 per year on the employee's behalf.

VACATION. 16–36 days of vacation based on years of service.

HOLIDAYS. 12 paid holidays and one (1) floating holiday per year.

SICK LEAVE. 12 days annually.

MANAGEMENT LEAVE. 40-80 hours per year.

MILEAGE REIMBURSEMENT

FITNESS PROGRAM. Free access to City-sponsored sports and fitness programs.

HOW TO APPLY

This position will remain open until filled. Qualified candidates will be interviewed as they are identified. For consideration, apply ASAP at:

WBCP JOB BOARD



Please contact your recruiter, Josette Reina-Luken, with any questions:

josette@wbcpincl.com

866-929-WBCP (9227)
toll free

