



## **Engineering/Water Resources Manager**

**Salary Range: \$118,000 - \$158,000**

*The full-time position offers a terrific team environment and excellent benefit package.*

### **The District**

The Fair Oaks Water District is a special district with over 100 years of service to its community of approximately 38,000 residents. With a staff of 31 employees, the District provides ratepayers with a reliable supply of water and excellent customer service.

### **Fair Oaks Water District Management**

“Different backgrounds, different styles, diverse thinking, one goal, one mission and one team – united by trust, accountability and grace for each other and the people that we serve.”

### **General Job Description**

Under direction of the General Manager, this position is responsible for the management and implementation of the District Capital Improvement Program. Responsible for keeping a Master Plan for, and Hydraulic Model of the District’s water system current. Responsible for the planning and management of the District’s water supply assets. Responsible for ensuring water supply reliability and water quality for District customers. Responsible for regulatory compliance related to the District’s water supply permit. Manages water supply related to development within the District. Responsible for supervision and quality of work performed by District personnel, consultants and contractors. Informs the General Manager of problems encountered and takes remedial action and any that may be required.

### **The Ideal Candidate**

Any combination of training and experience may qualify if it would provide the skills, knowledge and abilities to accomplish the requirements of the position.

#### **Knowledge of:**

- Principles and practices of civil engineering with particular emphasis on the design and construction of water distribution and facilities.
- Master plan development for public water systems.
- Sources of information relative to water industry engineering, research projects, operations, and maintenance.
- Hydraulics as practiced in the waterworks industry.
- Waterworks construction practices and materials, well construction methods, deep well turbine pumps, submersible pumps, motor controls, switchboard controls and metering devices.
- Water treatment processes.
- Cost estimating and contract administration.
- Permitting and environmental aspects of public works projects.
- Principles of relative human resource management procedures, practices, and laws.
- Principles of accounting management procedures, practices, and laws.

Ability to:

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals.
- Read, understand, and interpret documents, including engineering studies and reports, construction specifications, operating and maintenance procedure manuals, and engineering drawings associated with civil construction projects.
- Effectively review plans and specification, blueprints, and diagrams to verify completeness, accuracy, and constructability.
- Prepare concise and comprehensive reports, internal memoranda, letters, agreements, and responses to contractor claims, and maintain detailed records related to capital projects.
- Prepare and administer a District budgeting and fiscal control process.
- Communicate effectively during public presentations.
- Develop detailed technical reports.
- Use the suite of Microsoft Office products at a high level.
- Exercise leadership, authority, and supervision tactfully and effectively.

**Experience, Licenses and Certification**

- Minimum of seven years in a leadership role working in water industry, operations, engineering and maintenance.
- Master's degree from an accredited college or university with major course work in civil engineering or related field – Bachelor's degree required.
- Registration as a Professional Engineer in the State of California.
- California Distribution Operator Grade III or ability to obtain Grade III certification within two (2) years of employment.
- California Water Treatment Plant Operator Grade II or ability to obtain certification within two (2) years of employment.
- Valid California Driver's License Class C or higher.

Full job descriptions at <https://www.fowd.com/job-description>

**HOW TO APPLY:** Applications and job descriptions may be obtained at <http://www.fowd.com/employment> or from the District office located at 10326 Fair Oaks Blvd., Fair Oaks, CA 95628. Resumes and cover letters are encouraged but will **not** be accepted in lieu of the application form.

Applications may be emailed to [rsimon@fowd.com](mailto:rsimon@fowd.com) or mailed to the address above and **must be received by 4:30 PM on Wednesday, March 10, 2021 for consideration.**