

VALLEY OF THE MOON WATER DISTRICT

# Water System Manager

*An excellent opportunity for an experienced water professional to join a team that is passionate about its mission to provide customers with reliable, safe water at an equitable price and to ensure the fiscal and environmental vitality of the District for future generations. All while living and serving in the beautiful Sonoma Valley.*



# THE IDEAL CANDIDATE

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The ideal candidate for this role will be a team player and strong leader who understands the challenges small to mid-sized water systems face every day. A good grasp of the mechanics of water distribution systems, production wells, small-scale treatment facilities and associated equipment, monitoring and controls, and a strong background in capital improvements is critical for day-to-day operations. Excellent communication skills are also required as the Water System Manager has direct interaction with staff at all levels of the organization and the elected Board of Directors in public meeting settings. There is plenty of room to make this role your own and to learn and grow in the position.



# ABOUT THE DISTRICT

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Valley of the Moon Water District originated from a collection of private and mutual water companies that merged into a new, publicly managed water district. The District encompasses a significant portion of the area known as “The Valley of the Moon”. This phrase comes from the Native American word “Sonoma”. The Native American era ended in 1823 but the name “Sonoma” remained. The City of Sonoma, adjacent to Valley of the Moon Water District, is the oldest town north of the San Francisco Bay, incorporated in 1850 and also the site of the most northerly mission of the 21 California missions.

Valley of the Moon Water District began operations on June 1, 1962, with the acquisition of the assets of Sonoma Water and Irrigation Company and the Mountain Avenue Water System. In 1963, the District acquired the facilities of the Glen Ellen Water Company and annexed its service area.

Customers enjoy a reliable water supply from two clean sources. The District’s primary source is purchased Russian River water from the Sonoma County Water Agency (Sonoma Water). This water is pumped over 30 miles in a below-grade pressurized aqueduct. The District’s second source is local groundwater production from multiple wells, which is an important source for emergency capacity supply and cost reductions. Today, the District provides high-quality drinking water to over 23,000 people in a 12-square-mile area in the Sonoma Valley. The service area covers approximately 7,545 acres and includes the unincorporated communities of Agua Caliente, Boyes Hot Springs, El Verano, Fetters Hot Springs, Glen Ellen, and the Temelec area of Sonoma County.

The District is also a leader in the adoption of technology and innovative programs that enable them to make the best possible use of water resources and strive to meet and exceed the expectations of the communities served. For example, the District finished replacing 100% of its water meters with Advanced Metering Infrastructure (AMI) meters in fiscal year 2020-2021. This new hardware is accompanied by a system that allows customers can sign up for leak alerts or track their own use. The District also recently signed onto an MoU with the Danish government allowing them to share lessons learned and water management best practices with a motivated team of international water professionals.

The District also does many of its own mainline upgrades and replacements with in-house staff. Advantages of this approach include: a better-trained field crew, tighter quality control on many CIP projects, often project costs are lower than using an outside workforce, and more equipment and a larger staff to call upon in the event of an emergency. All of these factors combine to bring the District’s customers the best possible value.

# GOVERNANCE



The Board of Directors for the Valley of the Moon Water District consists of five (5) members elected at large to four-year, staggered terms.

The Board of Directors sets the overall goals for the District and the policies to accomplish those goals. The Board appoints a General Manager who is charged with carrying out the policy direction of the Board. The Board also appoints a Counsel, Auditor, and Board Secretary. All persons appointed to these positions serve at the pleasure of the Board. The District is supported by 16 full-time employees and a fiscal year 2023/2024 budget of \$9.4 million.

**To learn more, go to:** <https://www.vomwd.org>



## DISTRICT GOALS

- » Ensure ethical behavior in the conduct of District business
- » Conduct District business in an open manner, providing information, reasons for decisions, and access to the decision-makers
- » Make decisions that result in the best value to the District's customers





### **OUR MISSION**

*It is the mission of the Valley of the Moon Water District to provide its customers with reliable, safe water at an equitable price and to ensure the fiscal and environmental vitality of the District for future generations.*

### **OUR MOTTO: Service, Pride, Commitment.**

*Service comes first, both to the customer and each other as staff. Pride is second. Without pride in one's self and the work one does, quality and service will suffer. Third is commitment. Commitment to the customer, to one's co-workers, and one's self is required to ensure the core values will always be met. The Motto has become a mantra that staff can use to encourage each other to always provide the best possible service and quality in all that we do.*

# THE COMMUNITY

The Sonoma Valley offers the “perfect blend” of a friendly, small-town, wine-country community that’s rich in history with the innovative & entrepreneurial culture of the San Francisco Bay Area. Sonoma Valley’s unique history and rustic scenery are among the many reasons it is a favorite destination for visitors from around the world, and at the heart of the wine-making region. Neighboring City of Sonoma was recently named the “Best Small Town to Visit in the USA”, and is known for its rich cultural heritage, a prominent place in California history, and a setting of unparalleled natural beauty. Sonoma Valley’s “Mediterranean” climate makes it not only one of the world’s finest grape-growing regions but a great place to live and work. The quality of life in Sonoma Valley goes hand-in-hand with the high level of entrepreneurship. Sonoma Valley is home to more than approximately 35,000 residents and has more than 1,300 business establishments.

In Sonoma Valley, the scenic countryside is complemented by memorable experiences offered through wineries and tasting rooms, highly rated restaurants, a PGA golf course, a world-class botanical garden, and a year-round motorsports complex. Opportunities are plentiful to enjoy art, film, theater, music, and outdoor activities.

# THE POSITION

This is a highly responsible management position in the operation and maintenance of the Valley of the Moon Water District water supply system and reports directly to the General Manager. Work involves responsibility for maintaining efficient water service to customers through supervising and coordinating the operation and maintenance of the District's water distribution and treatment systems and in the construction of new facilities. The supervised team consists of eight Water System Operators, a Field Service Specialist, and an Administrative Specialist. District staff work a 9/80 schedule.





## CORE DUTIES

- » Organizes, assigns, and directs the work of supervisory and operational personnel engaged in the operation, maintenance, repair, and construction of water supply systems and pumping plants, reservoirs, aqueducts, service systems, capital projects and related water system facilities.
- » Develops estimates of materials and personnel needs for given projects; analyzes the utilization of personnel and equipment in an effort to gain full efficiency from both.
- » Prepares activity summaries and progress reports;
- » Maintains time worked and leave records;
- » Supervises the maintenance of source documents for job costing;
- » Requisitions stock and material required for the operation and maintenance of plant and pipeline;
- » Provides input/assists the General Manager in the annual budgeting process.
- » Directs and participates in the yearly inventory.
- » Responsible for District's safety program, emergency response program, Cross Connection Control (CCC) program, water quality monitoring program, and safe disposal of hazardous materials.
- » Acts as a liaison with Sonoma County Water Agency, California Division of Drinking Water and other public utility agencies.
- » Prepares technical reports as required, including service cost estimates based on review of developer plans.

## Why would you want to join the Valley of the Moon Water District team?

- » The “perfect blend” of a friendly, small-town, wine-country community that’s rich in history
- » Well-managed organization with a history of sound financial decisions, and progressive solutions to water management and supply
- » Opportunity to help move an exceptional organization to the next level of excellence
- » Knowledgeable, engaged Board of Directors



## QUALIFICATIONS

The selected individual must demonstrate proactive leadership and communication skills to lead a team of motivated operations staff in the installation and maintenance of water conveyance infrastructure and to provide excellent internal and external customer service; have the ability to review and interpret plans and other documents such as budgets; develop strong interpersonal relationships with all levels of staff within the District, as well as, with the District's customers; and work collaboratively with the General Manager and Board of Directors.

## LICENSE AND EDUCATION

High school diploma or GED, and a minimum of five years of experience in operation and maintenance of a modern water supply system, including at least two years in a supervisory capacity. Three years of the required experience may be substituted by a bachelor's degree. A valid California Class C driver's license and safe driving record, valid Grade 4 or higher Water Distribution Operator Certificate (D-4), valid Grade 2 or higher Water Treatment Plant Operator Certificate (T-2), both issued by the State of California.

**Note: the hiring team will consider applicants with D-3 and T-1 certifications if they have the ability to obtain the required D-4 and T-2 certificates within 18 months of the hire date.**

## SKILLS AND ABILITIES

### Knowledge of:

- » Correct English spelling and grammar
- » Office management techniques and practices
- » Office equipment such as copiers, multi-line office IP phone systems and computer programs such as Word, Excel, Outlook, Project and Adobe.

### Ability to:

- » Adhere to prescribed work schedule to conduct job responsibilities
- » Work varied hours or extended work hours in order to meet project deadlines or respond to emergencies

- » Write reports and prepare written correspondence in a clear and concise manner
- » Present oral reports and respond to questions concerning such reports
- » Read, analyze, and interpret general business correspondence, documents, technical journals, government regulations and construction plans
- » Ensure excellent customer service and working relationships with District customers, co-workers, Directors and outside agencies
- » Manage multiple projects simultaneously and ensure that objectives and timelines are met
- » Understand mathematical concepts and perform necessary computations

# COMPENSATION AND BENEFITS

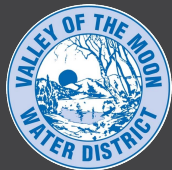
The hiring salary is \$10,285/month. Potential for advancement up to \$12,502/month exists dependent on performance within the organization. Salary is supplemented by an attractive benefit package that includes CalPERS retirement.

## APPLICATION PROCESS

**The target date for filling the position is May 1st, 2024, (or until filled) which will allow some overlap time with the outgoing Water System Manager.** You are encouraged to apply immediately as a selection can be made at any time. To be considered, submit your résumé, cover letter, application, and a list of six work-related references (two supervisors, two direct reports and two colleagues) **via email**. Your résumé should reflect years and months of employment, beginning/ending dates as well as any specific teams or projects you have managed and would like to highlight.

Please find the application and job description on our website at: <https://www.vomwd.org/employment>

For further information, and/or to submit your application packet,  
please contact: Amanda Hudson, Administration Manager  
(707) 996-1037 E-mail: [ahudson@vomwd.org](mailto:ahudson@vomwd.org)



Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary phone interviews. Candidates deemed most qualified, will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

# **VALLEY OF THE MOON WATER DISTRICT**

## **WATER SYSTEM MANAGER**

### **Job Description**

#### **DEFINITION AND CLASS CHARACTERISTICS**

This is a highly responsible management position in the operation and maintenance of the Valley of the Moon Water District water supply system. Reports directly to the General Manager. Work involves responsibility for maintaining efficient water service to customers through supervising and coordinating the operation and maintenance of the District's water distribution and treatment systems and in the construction of new facilities. An employee of this class exercises independent judgment in accomplishing desired results. Work is performed in accordance with established practices and procedures under the general supervision of the General Manager and reviewed for compliance with desired results. Supervision is exercised over a group of employees at various skill levels, engaged in operational, maintenance and construction activities.

#### **SUPERVISION RECEIVED AND EXERCISED**

Reports directly to the General Manager and provides direct and in-direct supervision to all field positions.

#### **TYPICAL DUTIES**

Organizes, assigns, and directs the work of supervisory and operational personnel engaged in the operation, maintenance, repair, and construction of water supply systems and pumping plants, reservoirs, aqueducts, service systems, capital projects and related water system facilities. Develops estimates of materials and personnel needs for given projects; analyzes utilization of personnel and equipment in an effort to gain full efficiency from both. Prepares activity summaries and progress reports; maintains time worked and leave records; supervises the maintenance of source documents for job costing; requisitions stock and material required for the operation and maintenance of plant and pipeline; provides input/assists the General Manager in the annual budgeting process. Directs and participates in the yearly inventory. Responsible for District's safety program, emergency response program, Cross Connection Control (CCC) program, water quality monitoring program, and safe disposal of hazardous materials. Liaison with Sonoma County Water Agency, California Division of Drinking Water and other public utility agencies. Prepares technical reports as required, including service cost estimates based on review of developer plans. Has responsibility for corporation yard, shop and all equipment, materials, and rolling stock used for day-to-day operation and maintenance of system. Performs related work as required.

#### **KNOWLEDGE AND ABILITY**

Thorough knowledge of: Methods, materials, tools, and practices used in the operation, maintenance, and construction of a water treatment and distribution system. Considerable knowledge of the principles and practices of water supply, treatment, and distribution. Working knowledge of construction and maintenance work related to a water treatment and distribution system, including SCADA systems; and knowledge of computers and related computer software, including Microsoft Word and Excel.



Ability to: Plan, organize, assign and supervise the activities of employees at various skill levels, read and write English, and communicate effectively to other employees and the public; prepare requisitions of supplies and materials using basic arithmetic calculations; interpret data to ensure compliance with regulations; perform basic chemical water tests using accepted practices and procedures; prepare complex written reports; establish and maintain effective working relations with District employees, other agency personnel, and the public; may include working weekends and holidays; effectively train others and evaluate the work of subordinates; maintain storage reservoirs at safe and proper levels for short and long-term uses; maintain proper system pressures; use a standard office computer to create reports and make modifications to data base applications where necessary.

## **MINIMUM QUALIFICATIONS**

Education and Experience: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, completion of the twelfth (12th) grade or equivalent and five (5) years of experience in operation and maintenance of a modern water supply system, including at least two (2) years in a supervisory capacity. Three (3) years of the required experience may be substituted by a bachelor's degree.

License and Certification: Shall possess and maintain 1) a valid California Class C driver's license and safe driving record, 2) a valid Grade 4 or higher Water Distribution Operator Certificate, issued by the State of California, and 3) a valid Grade 2 or higher Water Treatment Plant Operator Certificate, issued by the State of California.

To be obtained within 18 months of hire: 1) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross and 2) Cross Connection Control Program Specialist Certificate, issued by the American Water Works Association.

Desirable: Water Conservation Practitioner Certificate issued by the American Water Works Association (AWWA).

## **WORKING CONDITIONS:**

The work is performed primarily indoors, but it may be necessary to work outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects weighing up to 90 pounds. Directing traffic involves making continuous or repetitive arm-hand movements. Operating a forklift or driving vehicles with standard transmission requires coordinating the movement of more than one limb simultaneously. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris tools, equipment and pipes into trucks and working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. Checking USA mark outs before digging requires the ability to discriminate among colors. Operating a backhoe requires making fine, highly controlled muscular movements to adjust the position of a control mechanism. Assignments include work in small, cramped areas such as trenches. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.