



CITY OF LA VERNE

3660 D Street, La Verne, California 91750

UTILITIES MANAGER

SALARY RANGE:

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|----------|----------|-----------|-----------|-----------|
| \$94,576 | \$99,305 | \$104,270 | \$109,484 | \$114,958 |

Social Security (FICA) taxes are not deducted as the City of La Verne participates in CalPERS in lieu of the Social Security system. Excellent benefit package.

HOURS:

Monday through Thursday

DUTIES:

Under the direction of the Director of Public Works, directs, manages, supervises and coordinates the activities and operations of the water and sewer utility divisions within the Public Works Department including the production, treatment, and distribution of water, meter reading, sewer system operations and maintenance, coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative and technical support to the Director of Public Works.

**DESIRABLE
QUALIFICATIONS:**

EDUCATION & EXPERIENCE: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, public administration or a related field.

Five (5) years of increasingly responsible water system operation, maintenance and development experience including two years of administrative or supervisory responsibility.

KNOWLEDGE OF: Principles of water and wastewater utility organization and management. Principles and practices of water and sewer system development, operation and maintenance and construction. Principles and practices of program development and administration; municipal budget preparation and administration; and training and performance evaluation. Pertinent federal, state and local laws, codes and regulations.

ABILITY TO: Oversee and participate in the management of a comprehensive water and sewer system. Plan, organize and direct the work of water and sewer systems operations. Select, supervise, train and evaluate staff. Participate in the development and administration of divisions' objectives and procedures and develop related policies. Prepare compliance reports for local, state and federal agencies. Read and review engineering plans and specifications. Prepare and administer large program budgets. Prepare clear and concise administrative and financial reports. Research, analyze and evaluate new service delivery methods and techniques. Operate office equipment including computers and supporting software applications. Communicate clearly and concisely, both orally and in writing.

LICENSE OR CERTIFICATE: Possession of, and ability to maintain, a valid California State Class C driver's license.
Possession of, and ability to maintain, certification as a California Department of Health Services Grade 4 Water Distribution Operator.
Possession of, and ability to maintain, certification as a California Department of Health Services Grade 3 Water Treatment Operator.

APPLICATION PROCESS: A detailed resume and letter of interest must be submitted to the Personnel Office at hr@ci.la-verne.ca.us **by 5 p.m. Monday, February 6, 2017**. Only electronic submissions will be considered.

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sex, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise. The City of La Verne hires only United States citizens or lawfully authorized aliens.

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

BENEFITS

- 4-day, 36-hour workweek; Monday – Thursday
 - Fully paid medical insurance plan (includes dependents) with contribution toward dental plan
 - 2.8 to 5 weeks of vacation
 - 10 paid holidays annually
 - 96 hours sick leave annually
 - Administrative leave at the discretion of the City Manager
 - Auto and cell phone allowance
 - CalPERS Membership
 - Classic Members: 2.5% @ 55 (employee contributes 8% of salary)
 - New members: 2% @ 62 (employee contributes 6.25% of salary)
 - City-paid life and accidental death and dismemberment insurance
 - City-paid long term disability insurance
 - Up to \$1,700 tuition reimbursement annually for continuing education
- Ability to qualify for City-paid contributions toward paid retiree health insurance

PERSONNEL OFFICE (909) 596-8726

Website: www.ci.la-verne.ca.us

Equal Opportunity Employer