



# Palmdale Water District



## Facilities Manager

## Our Vision

The Palmdale Water District has been an integral part of the Palmdale community for 100 years. Our mission is to provide high-quality water at an affordable cost.

## Our Community

Palmdale is a community located 60 miles northeast of downtown Los Angeles in the high desert of the Antelope Valley. What began as an agricultural community is now a vibrant suburb featuring aerospace, healthcare, and manufacturing. Palmdale has often been referred to as the Aerospace Capital of the United States, with Boeing, Northrop Grumman, Lockheed, NASA, and the FAA all calling Palmdale home. With a population of approximately 160,000 people, it is a large “small town.”

The city has the best of both worlds in that it is a suburban community within driving distance to downtown Los Angeles, beaches, mountain ski resorts, and desert activities such as hiking and dirt biking. It offers many opportunities to experience both arts and sciences within the city's borders. Palmdale is a diverse community which celebrates its heritage and invests in its future.



## Our District

For the past 100 years, Palmdale Water District has been an integral part of enhancing the quality of life in our desert community. Water usage has shifted from agriculture to residential and business customers, who rightfully expect and deserve the highest quality water at a reasonable cost. In 1895, the South Antelope Valley Irrigation Company formed to construct the earthen dam at Lake Palmdale to provide irrigation to the significant farming operations throughout the area. The irrigation company was taken over 17 years later by the Palmdale Water Company, which became the Palmdale Irrigation District in 1918. The Palmdale Irrigation District built the Littlerock Dam in 1924. At the time, it was the tallest multiple-arch dam in the world. The name Palmdale Water District was adopted in 1973. Throughout the last century, PWD and its predecessors expanded to help service the promising aerospace industry and the growing population of the community. This laser focus on the community's needs continues today with the PWD's pending Palmdale Regional Groundwater Recharge and Recovery Project, a groundwater banking project which will blend State Water Project water with recycled water. The blended water will be spread over a proposed 80-acre basin so that the water can naturally filter through the ground and later pumped for distribution. This project will meet the demands of our growing community for at least the next 50 years, while increasing the diversity of our water supply which currently includes groundwater (38%), State Water Project (50%) and surface water (12%).

Palmdale Water District serves more than 115,000 people within its 187-square-mile boundary and has 27,000 connections. The facilities include 414 miles of pipeline, 23 active water wells, 15 booster

pumping stations and 20 water tanks with a storage capacity of 50 million gallons of water.

## The Facilities Department

The Facilities Department is the largest department in the Palmdale Water District. The department is responsible for operating and maintaining the Palmdale Water District's distribution system, along with the District's facilities. The maintenance of our system is crucial to Palmdale Water District's ability to both supply water to our customers and also to ensure it is provided at a reasonable cost. The Facilities Manager oversees the following areas:

**Fleet Maintenance** – responsible for the maintenance of the Palmdale Water District's fleet and heavy equipment. This team is responsible for ensuring that Palmdale Water District's class A vehicles are maintained to the District's high standards.

**Electrical and SCADA** – responsible for the programming and maintaining of the SCADA system along with all electrical requirements in the District. This team strives to automate many of the distribution functions to ensure a seamless delivery to our customers.

**Distribution Maintenance** – responsible for maintenance at well sites and all small engines. This team troubleshoots maintenance challenges in our distribution system.

The budget for the Facilities Department is \$7.1 million and includes 29 employees. The Palmdale Water District's total budget is \$23.6 million.

## Facilities Manager

The Facilities Manager serves as a key member of the Palmdale Water District management team. The Facilities Manager is responsible for the Facilities Department and serves as the visionary for Palmdale Water District's maintenance programs. This position works hand-in-hand with our Engineering and Operations Managers to ensure the seamless supply of water is delivered to our customer base, both residential and commercial.

## Ideal Candidate

The ideal candidate will have both practical experience within a facilities department of a water district, along with significant managerial experience and training. We are looking for a visionary who will take us into our next 100 years as a supplier of high-quality water to our community. The candidate must have a proven record of results. The candidate will be responsible for budgeting and planning for the Department, and setting priorities and direction for the team. The candidate must be able to build strong working relationships with both management and team members.

### Key Duties

This position reports to the Assistant General Manager and receives additional direction from the General Manager. The key duties include the following:

- Develop, plan and implement departmental goals and objectives
- Recommend and administer departmental policies and procedures
- Coordinate department activities with those of other departments and outside agencies and organizations
- Prepare and present staff reports to Board of Directors, General Manager and Assistant General Manager
- Direct and oversee the development of the department's work plan and monitor work flow
- Supervise and participate in the development and administration of the Facilities Department budget, including staffing, equipment, materials, supplies, and services
- Select, train, motivate and evaluate personnel
- Participate in review of distribution and well-development system design, changes and improvements; working closely with the Engineering and Water Treatment Plant Managers

- Represent the department to outside groups and organizations, including participation in community and professional groups and committees
  - Provide technical assistance as necessary to both internal and external customers
- Experience and Training:
- Seven years of increasingly responsible experience in water utility construction and maintenance, including three years of administrative and management responsibility
  - Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, business management, construction management or a related field
  - Possession of, or ability to obtain, a valid California Driver's License
  - Possession of a Distribution Operator Grade 5 Certificate issued by the State Water Resources Control Board
  - Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board

## Compensation and Benefits

### Salary

The Salary Range for this position is \$136,402 - \$165,798. Actual salary within this range will be based on the qualifications of the successful candidate.

### Benefits

- Participation in the CalPERS program at 2% at 55 for classic members (employees pay 4.34% currently) or 2% at 62 plan for new CalPERS members as defined under PEPRA (employee contribution 6.25%)
- The Palmdale Water District also participates in Social Security
- Current contribution is \$1800/mo. toward choice of medical, dental and vision programs. The Palmdale Water District offers both Anthem a,nd Kaiser, including HMOs and PPOs
- 13 paid holidays
- Vacation accrued at 80 hours per year for first five years
- Administrative leave of 80 hours per year
- Palmdale Water District provides a \$10,000 life and AD&D policy, and EAP participation
- 4/10 work schedule Monday through Thursday
- Optional health, disability, and life insurance available at employee's expense
- Flexible Spending Accounts available
- Tuition reimbursement of \$3,000 annual after introductory period

## The Recruitment Process

The final filing for this position is Sunday, April 1, 2018. To be considered, please complete an application at <https://agency.governmentjobs.com/palmdalewater/default.cfm>. Please make sure that your resume reflects the month and year of positions held, number of staff supervised and the dollar amount of the budget for which you were responsible. Please direct question to:

Jennifer Emery  
 Human Resources Director  
 Fax: 661-456-1034  
 Email: [jemery@palmdalewater.org](mailto:jemery@palmdalewater.org)

Palmdale Water District is an Equal Opportunity Employer.



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 A CENTURY OF SERVICE