

# THE CITY OF MONTEREY PARK



*invites your interest for the position of*

## WATER UTILITY MANAGER

## The City of Monterey Park

True to its motto "Pride in the Past, Faith in the Future", the City of Monterey Park, California (population approximately 60,500) is recognized as one of the best places to live in America. The City of Monterey Park is known as an excellent community with a healthy economy, affordable housing, good schools, a diverse population, and nearby recreational opportunities. The City's wide ranging and strong attributes create and support a vibrant, excellent community to live and work.

Incorporated in 1916 to distinguish itself from the neighboring Cities of Pasadena, South Pasadena and Alhambra, the City of Monterey Park is named for the oak-covered Monterey Hills. The City is located



adjacent to the Long Beach Freeway (710) on the west, the San Bernardino Freeway (Interstate 10) on the north, and the Pomona Freeway (State Highway 60) on the south that provide north-south and east-west access to all of Southern California. Monterey Park is additionally well served by public rail and bus transit lines to downtown Los Angeles, providing residents and employees with many alternatives for traveling to work, shopping, and home.

Monterey Park is a city with a rich mix of people of many backgrounds. As one of the most diverse and community-oriented cities in the area, the city hosts numerous and well-known cultural, educational, and festive programs that draw residents and visitors alike. The City's farmers market, Night Market, Cherry Blossom Festival, Lunar New Year festival, Cinco de Mayo, Play Days (city's birthday), 4th of July celebration, and the library literacy program all contribute to providing the community with an excellent quality of life. In addition, Monterey Park maintains 60% of its space for residential living, 12% for industrial, 10% for commercial and retail use and 18% for schooling and recreational facilities for a healthy blend of residence and commerce. Major businesses in the community include auto sales, banking, medical, education, and food service.

## City Government and the Public Works Department

The City of Monterey Park is a full-service general law city serving residents, businesses and the public under the Council-Manager form of government. The five members of the City Council are elected by district to four year overlapping terms of office. The Mayor, who is selected during each Council reorganization every 9.5 months, presides over all Council meetings and is the ceremonial head of the City for all official functions. The City Manager is appointed by the City Council and serves as the City's chief executive officer and is responsible for implementing the City Council's policies and goals, the delivery of public services, and coordination of city operations.

The city organization is led by an excellent team of committed and team-oriented department heads that oversee the



Fire, Human Resources & Risk Management, Finance, Library, Police, Public Works, and Recreation and Community Services departments. For FY 22-23, this vibrant, progressive, and creative leadership team are supported by 327 full-time equivalent personnel and an all-funds budget of over \$151 million. The General Fund is approximately \$50.5 million. Significant projects and issues the City team is addressing include, but are not limited to, utility rates (water, sewer, refuse and storm drain), affordable housing and individuals experiencing homelessness.

The Public Works Department is comprised of Community Transportation, Engineering, Maintenance Services, Parks, and Water Utility divisions and with 63 staff, it is the City's



second largest department. The Department has an operating and capital budget of \$38 million for providing and maintaining the City's infrastructure; design, construction, repair and maintenance of public land, roadways, sidewalks, sewers, and storm drains; public buildings and structures; water production, storage, and delivery facilities; the repair and maintenance of City vehicles and equipment; and transportation services. The Water Utility Division is responsible for the production and distribution of the city's water supply and the maintenance of all water system facilities. The city's water system supplies water to over 95% of Monterey Park's residents and businesses. Private water companies service the remaining portions of the city. The quality of the water in the city's system is tightly regulated by federal, state, and county agencies.

### **The Position and Ideal Candidate Profile**

The Water Utility Manager manages and directs all operational aspects of Water Utility Division and reports to the Public Works Director. This includes a division staff of 20 FTE that handle the production, treatment, and delivery of potable water to municipal customers, the construction, maintenance and repair of water distribution systems, water utility commercial services, as well as oversight of regulatory compliance. The city water system is comprised of 12 deep wells, 13 storage reservoirs, five treatment facilities, 11 pumping stations, 135 miles of water main, and 13,400 water meters.

The incoming Water Utility Manager will assist with developments concerning the Main San Gabriel Groundwater Basin, helping to develop solutions that protect the City's water supply. A key priority is focused on the newly upgraded Delta treatment facility that incorporates sophisticated advanced technology equipment to remove groundwater concentrations. The city is awaiting final certification approval from the state and will complete the necessary training to ensure the facility

operates at full capacity. Ongoing regulatory oversight requires an effective and assertive city advocate to work with state water resources personnel in securing final approvals to launch full operations.



Strong management and leadership are essential attributes in this assignment. Within the water treatment operation, there are a mix of seasoned experts combined with relatively junior staff. Within the distribution operation, the team is relatively new requiring mentorship and cohesion. Collectively, the new manager will need to foster ongoing communications, relationships, and help develop stronger technical and operational skills within the division. The leadership aspect of this role is further challenged by the remote location of the Delta plant (it's located in a neighboring city) from the balance of public works and city staff.

Administratively, the critical nature of regulatory testing and reporting, remain an essential priority as ensuring operations, production, and quality reports meets the various standards and regulations of local, county, state, and federal agencies are essential. The new manager will also oversee the division's employee safety program, have oversight of customer service inquiries, and regularly evaluate cost of services and water rates. This position requires knowledge of the maintenance, operation and restoration of pump stations, wells, booster stations, cla-valves, Air Stripping, ION Exchange, Centralized Groundwater Treatment System (CGTS) which will include Ultraviolet Light Advanced Oxidation Process System with hydrogen peroxide (UV/AOP) and a Liquefied Granular Activated Carbon (LGAC) lead-lag system treatment facilities, reservoirs, inner connections, SCADA system and related equipment is of the utmost importance.

This position requires five years of progressively responsible experience in the operation and administration of water system construction, maintenance, water quality control and production. The successful candidate will have at least three years of management or supervisory experience in a water treatment or distribution environment. Equivalency to a Bachelor's degree from an accredited university or college with major coursework in Public or Business Administration, Civil Engineering or related field is required. The selected candidate must possess a Distribution 5 (D5) Operator Certificate and a Treatment 3 (T3) Operator Certificate from the State of California. A Treatment 4 (T4) Operator Certificate from the State of California is highly desirable and required within one year of appointment.

## Compensation and Benefits

The City of Monterey Park offers an attractive and competitive salary and benefits package. The current salary range for this position is \$122,784 - \$157,068 annually, depending on qualifications. The employee benefits package includes:

- ◆ Retirement – CalPERS with a 2.7% @ 55 (Classic) formula with an 8% employee contribution, or 2% @ 62 (PEPRA) with a 6.25% employee contribution. The city does not participate in Social Security.
- ◆ Health Insurance – Medical, dental and vision benefits provided for employee and dependents up to \$1,450 per month if enrolled in PEMHCA Cafeteria plan
- ◆ Time Off – The City offers 13 paid holidays, 10 days of vacation with an additional day beginning in year six, plus 11 days sick leave annually.
- ◆ Administrative Leave – 40 hours administrative leave per fiscal year in addition to flex time for extraordinary assignments
- ◆ Life Insurance – City-paid life insurance in the amount of \$100,000. Employee-paid supplemental life insurance is available in \$10,000 increments up to the lesser of \$300,000 or 3 times the employees' annual salary (subject to additional requirements).
- ◆ Long-Term Disability Insurance – City-paid coverage is provided
- ◆ Deferred Compensation (457B) Matching – Matching deferred compensation contribution up to \$75 per pay period. Effective July 1, 2023, the City will match an employee contribution up to \$100 per pay period.
- ◆ Bilingual Incentive Pay – Opportunity for bilingual incentive of \$50 per month.
- ◆ Tuition Reimbursement – Reimbursement for pre-approved job-related educational classes and degrees shall be limited to \$4,000 annually
- ◆ Educational/Certification Pay – The City shall make a payment of \$80 for associate degree, \$110 for bachelor's degree, and \$175 for a master's degree per month (only eligible for highest compensable option) and \$70 per month for each Water DHS Certification of level 3 or higher



## The Process

To pursue this desirable career opportunity, please visit the Avery Associates Career Portal on our website at <http://www.averyassoc.net/current-searches/> to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this position is March 31, 2023.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Bill Lopez at 408.888.4099 or by email: [williaml@averyassoc.net](mailto:williaml@averyassoc.net). For more information on the City of Monterey Park, visit its website at [www.montereypark.ca.gov](http://www.montereypark.ca.gov).

