

**MANAGER OF ENGINEERING AND CONSTRUCTION MANAGEMENT
INLAND EMPIRE UTILITIES AGENCY (IEUA)
[Chino, CA]**



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ROBERTS CONSULTING GROUP INC
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THE ORGANIZATION

Located in San Bernardino County and serving approximately 830,000 residents in a 242-square mile service area, the Inland Empire Utilities Agency (IEUA) focuses on supplying imported water; collecting, treating and recycling wastewater; and providing other utility-related services to the communities it serves. The Agency strives to provide these services in a regionally planned, managed and cost-effective manner. IEUA is governed by a five-member Board of Directors, elected by Division to four-year overlapping terms to represent IEUA's service area residents.

The Agency was originally formed in 1950 as the Chino Basin Municipal Water District. It was formed as a municipal corporation with a mission to supply supplemental imported water purchased from the Metropolitan Water District of Southern California (MWD) to municipalities in the Chino Groundwater Basin. Since then, the Agency has expanded its mission from a supplemental water supplier to include regional wastewater treatment with domestic and industrial disposal systems, and energy production facilities. In addition, the Agency has become a major provider of recycled water, a supplier of biosolids/compost materials, as well as continuing its leading role in water quality management and environmental protection in the Inland Empire.

IEUA is a member agency of the Metropolitan Water District of Southern California. Although the majority of the water served throughout the region comes from local groundwater, surface runoff and recycled water,

one fourth of the water distributed by IEUA is imported from MWD through the State Water Project. As a result, IEUA has been a leader in water conservation and recycling projects to ensure that local water supplies are secure and to reduce dependence on costly imported water from northern California.

As a regional wastewater treatment agency, IEUA provides sewage utility services to seven contracting agencies under the Chino Basin Regional Sewage Service Contract: the cities of Chino, Chino Hills, Fontana, Montclair, Ontario and Upland; and the Cucamonga Valley Water District (CVWD) in the City of Rancho Cucamonga. In addition to the contracting agencies, IEUA provides wholesale imported water from MWD to seven retail agencies: the cities of Chino, Chino Hills, Ontario and Upland; CVWD in the City of Rancho Cucamonga; Fontana Water Company in the City of Fontana; and the Monte Vista Water District in the City of Montclair.

IEUA's FY 2014-15 annual operating budget is \$133 million with about 290 employees. The Ten-Year Capital Improvement Program (CIP) is \$590 million (the current portion is \$41.6 million) and is primarily funded by a combination of pay-go, low interest State loans and grants.

IEUA strives to ensure water quality, reliability and protecting public health in an environmentally sensitive and cost effective manner.

- * **Mission Statement:** The Inland Empire Utilities Agency is committed to meeting the needs of the region by providing essential services in a regionally planned and cost effective manner while safeguarding public health, promoting economic development, and protecting the environment. Key areas of service are: 1) securing and supplying imported water; 2) collecting and treating wastewater; 3) producing high-quality renewable products such as recycled water, compost and energy; and 4) promoting sustainable use of groundwater and development of local water supplies.
- * **Vision:** To become a world class leader in water management and environmental stewardship, including water quality, water-use efficiency, recycled water, and renewable energy, in order to enhance and preserve the quality of life throughout the region.
- * **Values:** Leading the way. Planning for the future. Protecting the resources of the communities IEUA serves. The Inland Empire Utilities Agency is: 1) committed to applying ethical, fiscally responsible, transparent and environmentally sustainable principles to all aspects of business and organizational conduct; 2) working with integrity as one team, while celebrating the region's diversity; and 3) staying in the forefront of the industry through education, innovation, efficiency and creativity.

IEUA produces value for its customers through:

- * **Recycled Water** - IEUA owns and operates four regional wastewater treatment facilities that currently produce over 53 million gallons per day (mgd) of recycled water. Total capacity of the existing system is 85.7 mgd; ten year utilization is projected to be 62.4 mgd. There are 301 miles of pipeline.

Along with its local cities and water agencies, IEUA has demonstrated tremendous foresight by planning and implementing an expansive, state-of-the-art recycled water program. IEUA's goal is to have 50,000 acre-feet of recycled water usage by 2025.

- * **Renewable Energy** - At a time when renewable resource management is imperative to maintain a high level of service while mutually promoting environmental awareness, IEUA has developed a strategic Energy Management Plan with a specific focus on energy independence from the regional grid during the peak energy usage hours. IEUA's initiative of Going Gridless by 2020 will be accomplished through energy efficiency improvements and increased renewable energy generation, such as solar, wind and fuel cells.
- * **Groundwater Recharge** - As part of the recycled water expansion, IEUA, Chino Basin Watermaster, Chino Basin Water Conservation District, and the San Bernardino County Flood Control District have

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enhanced the capabilities of the Groundwater Recharge System. The 19 groundwater recharge sites, located throughout IEUA's service area, are designed to retain storm water, run-off, imported water from the State Water Project, and IEUA's recycled water to help replenish the underground aquifers. Over the last decade, over 30,000 acre-feet of recycled water, storm water and imported water have been recharged into the Chino Groundwater Basin.

- * **Compost** - The Inland Empire Regional Composting Facility (IERCF) is a joint project between IEUA and the Los Angeles County Sanitation Districts. The IERCF, the nation's largest fully enclosed composting facility, processes over 200,000 tons of waste products per year into a valuable soil amendment. The IERCF is an excellent example of IEUA's ability to provide a regional sustainable solution to its biosolids management.
- * **Salinity Management** - IEUA continues to be a leader in water supply salt management for the purpose of protecting the region's vital groundwater supplies. As part of the Salinity Management Action Plan, IEUA adopted an ordinance banning future installations of self-regeneration water softeners in its service area. IEUA is committed to providing a secure, local and reliable water source, which will include the expansion of desalters.
- * **Outreach** - In order to secure future water supplies, IEUA is committed to promoting smart water use and having an active presence in their local communities. The Chino Creek Wetlands and Educational Park is open to the public and provides a hands-on opportunity for the community to experience the importance of constructed wetlands in the protection of the watershed. The Park improves water quality, flood control, habitat restoration, recreation, water conservation and public education. The Santa Ana Watershed Association (SAWA) is the Agency's partner for park tours and education programs.

THE DEPARTMENT

The mission of the Engineering and Construction Management Department is to engineer and construct state-of-the-art facilities and infrastructure to meet the dynamic and growing needs of recycled water demand, and wastewater collection, treatment and disposal in the Agency's service area, and to implement the Capital Improvement Program (CIP) with well managed and cost effective solutions.

Member agencies are anticipating significant growth within the IEUA service area over the next decade with the addition of approximately



45,000 new dwelling units. The Engineering and Construction Management Department will lead the design, construction and implementation of the infrastructure projects necessary to meet the burgeoning growth needs.

The Department provides design, administration and construction management services for water, wastewater and energy projects that implement the Agency's CIP. The Department integrates the latest and most cost effective technologies into the IEUA service area. The Department's proposed budget for FY 2015-16 is \$43 million (95% of which is for capital projects) with 26 staff. The Ten-Year Capital Improvement Program (CIP) is \$590 million. Diversified tasks handled by the Department include:

- * Capital facilities planning, budgeting, design and construction.
- * Design and construct projects through efficient project management to ensure projects are completed on schedule and budget.
- * Coordinate the capital projects process to produce the Ten Year CIP.
- * Administer grants permits and environmental compliance reports.
- * Plan, design and coordinate implementation of the Agency's Supervisory Control & Data Acquisition system (SCADA).
- * Provide engineering and construction management support to the Agencies Operations and Maintenance Departments.
- * Provide in-house design services including development of plans and specifications for the bid process.
- * Prepare Requests for Proposals and reply to project information requests from prospective consultants and contractors.
- * Review and check design reports, proposals and specifications submitted by consulting engineers and subsequent management of those consultant services.
- * Provide construction management support for construction work in progress, including field inspections, to ensure compliance with approved plans, specifications and standards.
- * Develop and maintain Computer Aided Design (CAD) drawings for the Agency, including in-house design, as-builts, mylars, site maps, distribution system maps, and 3D modeling of facility sites and projects.

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- * Create project reports to assist in tracking schedules, plan vs. budget, resource hours, General Managers Report, and various budget reports.

Key challenges and opportunities currently facing the Department and the Manager of Engineering and Construction Management include:

- * Building relationships with stakeholders.
- * Leading cultural change in the Department.
- * Constructing required improvements in the wastewater treatment plants and the pipelines for recycled water.

THE POSITION

The Manager of Engineering and Construction Management is expected to be a dynamic leader with excellent leadership skills and an ability to recruit and develop new and existing staff to effectively meet an aggressive capital improvement plan. He/She should deliver projects on schedule and on budget to meet regional needs.

Under general direction, the Manager of Engineering and Construction Management plans, organizes, integrates and directs the work of the Engineering and Construction Management Department; directs and implements comprehensive strategies and programs for the engineering planning/design, construction management and construction inspection of the Agency's water treatment and transmission systems; plans, organizes and directs the activities and staff, contractors and engineering consultants engaged in the engineering design and construction of the Agency's capital projects; provides expert professional assistance and guidance to management on engineering design and construction; and performs related duties as assigned.

The Manager of Engineering and Construction Management is responsible for managing, directing and integrating a wide variety of functions, programs and staff engaged in engineering design, construction management and construction inspection. Work is broad in scope and requires seasoned judgment and a high degree of initiative, independence and accountability.

The Manager of Engineering and Construction Management reports to the Executive Manager of Engineering/AGM and directs the work of the Deputy Manager of Engineering, the Deputy Manager of Construction Management, and professional and technical staff in the Department.

Duties and responsibilities of the position include, but are not limited to:

- * Plans, organizes, controls, integrates and evaluates the work of the Engineering and Construction Management Department; with managers, supervisors and staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual Department budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- * Manages the performance of Department staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; hears and makes recommendations on grievances; subject to management concurrence, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Agency human resources policies and labor contract agreements.
- * Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the Department's and the Agency's mission, objectives and values regarding teamwork, mutual trust and respect; applies process improvement and quality management principles to assigned areas of responsibility.
- * Participates in the formulation and implementation of Department and division policy, plans and strategy; leads and directs staff and outside consulting resources in the development and application of new methods and processes to achieve higher efficiency, quality and innovation in Department work processes.

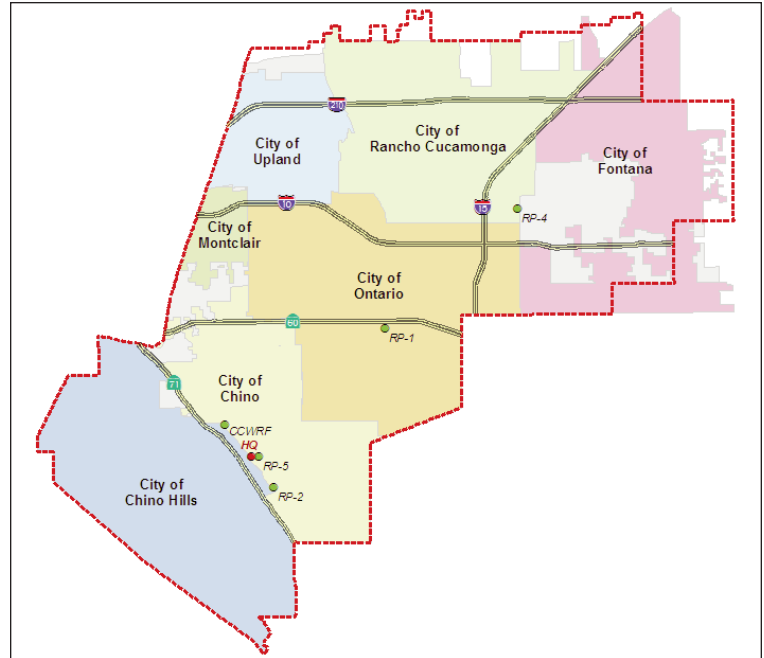


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- * Through subordinate managers, exercises primary management responsibility for the full range of engineering project activities from early project conception through planning, design, construction, startup, commissioning and transfer to operations staff; directs a broad range of project types and ensures the economy, efficiency and sound engineering basis of projects.
- * Utilizes staff and consultants to develop and review engineering reports, designs, drawings and construction specifications and associated cost estimates; interprets specifications; directs the review and negotiations of project change orders; seals final designs, directs and conducts field reconnaissance and project review for facilities, and resolves design and construction conflicts.
- * Coordinates with regional governmental agencies and utilities regarding short-term and long-range infrastructure needs, normal and unusual construction projects and Agency activities.
- * Monitors professional engineering and emerging technology developments and evaluates applicability to Agency processes; analyzes proposed state and federal laws, regulations, legislation and court decisions for their impact on Agency practices and operations; recommends and implements policy and procedure changes consistent with requirements; directs or conducts research and analysis of the Agency's needs and requirements in assigned areas of responsibility, recommends appropriate actions and implements programs.
- * Represents the Agency at professional group meetings and industry committees.



THE CANDIDATE

Education, Experience, Licenses and Certifications

- * Requires graduation from an accredited four-year college or university with a major in civil engineering or other discipline acceptable to the Agency, **and** at least ten years of progressively responsible experience in engineering and construction project management, at least five of which at a manager or supervisory level; **or** an equivalent combination of education, training and experience. A master's degree and experience in a wastewater/water utility are preferred.
- * Requires a valid California Class C driver's license and the ability to maintain insurability under the Agency's vehicle insurance program.



- * Registration by the State of California as a Professional Engineer is also required.

Knowledge, Skills and Abilities

The selected candidate should have knowledge of:

- * Theory, principles and practices of engineering design, construction, contract administration and project/program management that relate to wastewater and water treatment/distribution facilities and infrastructure.
- * Principles of physics and mathematics applicable to civil, mechanical, electrical, structural, hydraulic, environmental and maintenance engineering.
- * Trends, approaches and problem-solving techniques used in engineering design, construction management, inspection and compliance processes.
- * Modern approaches, methods and equipment used in the design, construction and maintenance of a wide variety of wastewater, water and recycled water capital projects.
- * Principles and practices of project management applicable to managing engineering design and construction projects to meet stringent completion deadlines.
- * Principles and practices of public administration, including long-range planning, budgeting, purchasing and maintaining public records.
- * Applicable federal and state laws, rules and regulations.
- * Research methods and statistical analysis techniques.
- * Principles and practices of effective management and supervision.
- * Principles and practices of sound business communications.
- * Agency human resources policies and labor contract provisions.
- * Safety policies and safe work practices applicable to the work.

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In addition, the Manager of Engineering and Construction Management should have excellent interpersonal and communication skills, as well as strong presentation skills with the Board and other stakeholders. He/She should also be able to:

- * Plan and direct the activities of the Engineering and Construction Management Department.
- * Direct the design and construction of multiple, diverse major engineering projects, plans and engineering studies through staff and outside consultants, to meet stringent project completion deadlines.
- * Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- * Analyze and make sound recommendations on complex engineering and construction projects and issues.
- * Work collaboratively with other directors and managers and provide expert advice and counsel to develop solutions to complex issues.
- * Organize, set priorities and exercise expert independent judgment within areas of responsibility.
- * Develop and implement appropriate procedures and controls.
- * Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- * Communicate effectively, both orally and in writing.
- * Understand, interpret, explain and apply applicable laws, codes and ordinances.
- * Represent the Agency effectively in dealings and negotiations with elected and appointed officials, consultants, contractors and other agencies.
- * Present proposals and recommendations clearly, logically and persuasively.
- * Operate a computer and use standard business and engineering software.
- * Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- * Establish and maintain effective working relationships with all those encountered in the course of work.

Management Style and Personal Traits

IEUA is seeking a strong leader who is decisive and a proven project manager. He/She should delegate, but monitor performance, and pay attention to details. In addition, this person should keep the General Manager, Assistant General Manager, Board of Directors and other stakeholders (e.g., contract agencies) informed in a timely and accurate manner.

COMPENSATION

The annualized salary range for the position is \$132,493 to \$161,430, with hiring dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include: vacation, holidays, and sick leave; contribution toward health premiums for employee and eligible dependents (up to \$1,218 per month for a family) with an opt out cash option of up to \$738 per month; retirement through both the California Public Employee's Retirement System (CalPERS) and Social Security (CalPERS "classic" members or current members of another California retirement system, as defined by PEPR, are 2% at 55; "new" members are 2% at 62); reimbursement for professional memberships up to \$375 per fiscal year; and an automobile allowance of \$300 per month.

HOW TO APPLY

Send resumes by **June 15, 2015** (email preferred) to:

ROBERTS CONSULTING GROUP INC

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Equal Opportunity/ADA Employer

Additional information about the Inland Empire Utilities Agency can be found on their website at www.ieua.org.

