



# San Luis & Delta-Mendota Water Authority

842 6<sup>th</sup> Street, P.O. Box 2157, Los Banos, California 93635, (209) 826-9696, FAX (209) 826-9698

## Notice of Job Openings Operations & Maintenance Manager LOS BANOS & TRACY AREAS

**Deadline: Friday, October 29, 2021 at 12:00pm**

Annual Salary: \$130,000 - \$150,000 (DOE)

Web Address: [www.sldmwa.org](http://www.sldmwa.org)

### MINIMUM QUALIFICATIONS

**Experience:** Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Possession of a Bachelor of Science Degree in Agricultural, Civil, Electrical or Mechanical Engineering, or related field; five (5) years' experience relating to water systems O&M, with four (4) years in a supervisory role. Broad and extensive experience in a management position within a public agency requiring the responsibility for the formulation and implementation of programs, budgets, and administrative operations is preferred.

OR

Completion of various Civil/Agricultural/Electrical/Power/Mechanical Engineering courses with a minimum of 10 years of progressively responsible experience in operations and maintenance at Hydro-Electric or similar power generation/pumping facilities with a minimum of five (5) years' experience in a supervisory role.

OR

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#### **License/Certificate/Registration Requirement:**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for at least two (2) consecutive years. The driving record will not contribute to an increase in the Authority's automobile rates.

Certification: Possession of a valid and current certificate of registration as an Agricultural, Civil, Electrical or Mechanical Engineer issued by the State of California is preferred, but not required.

**Abbreviated Job Description:** Under general/administrative direction of the Facilities O&M Director, the O&M Manager plans, organizes, manages, directs, controls and supervises the activities in the operation maintenance, and repair of the Jones Pumping Plant (JPP), the O'Neill Pump/Generating Plant, the Delta-Mendota Canal (DMC) and wasteways, Tracy Field Office, Los Banos Field Office, JPP Intake Channel, and related facilities. Develops personnel and procedures for maintenance responsibilities, and represents the Authority as necessary on administrative and various other matters pertaining to Authority activities.

This classification may be assigned to either the Los Banos area office or the Tracy area office depending on the selected candidate. Candidate will be expected to travel between all facilities on a regular basis.

**Examples of Duties:**

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of the duties and responsibilities of the classification.

- Establishes overall operation and maintenance program priorities
- Prepares and administers budget activity for the operation and maintenance functions
- Responsible for security of plant and water delivery facilities
- Represents the Board's policies and programs with employees and other government agencies, acts as principal point of contact for the Authority regarding operation and maintenance (O&M) activities with the US Bureau of Reclamation (USBR), represents Authority policies and actively participates in various member agency activities
- Assists in the Development of Capitol Improvement Plans for Authority facilities
- Coordinates all major equipment repairs, modifications or testing with various agencies and internal divisions
- Prepares budget, fiscal analysis, and proposals and presents reports to the Assistant Executive Director, Authority Board of Directors, and the USBR regarding operation and maintenance activities
- Attends Board of Directors meetings and prepares informational reports of operation and maintenance activities
- Drafts reports on status of critical work, labor utilization and equipment operating condition
- Coordinates and administers the activities of the various departments involved in the operation and maintenance activities, provides general guidance on the development of bids and contracts
- Effectively communicates and administers Authority personnel and other policies
- Represents the Assistant Executive Director at meetings and conferences as delegated
- Provides support to the Assistant Executive Director in making presentations regarding operation and maintenance issues to the Board of Directors
- Works irregular hours, responds to emergencies
- Performs related duties as assigned

**Knowledge of:**

- Budget development and fiscal controls, and capital improvement fiscal planning
- Principles and practices of engineering with particular emphasis on the design construction, operation and maintenance of canals, pumping plants and open channel hydraulic principles
- Laws, rules, ordinances, and legislative processes governing flood control, water development, etc.
- Principles of contract development and administration
- Principles of organizational management, planning, staffing, supervision, and employee development
- Principles and practices of personnel administration.

**Ability to:**

- Plan, organize, manage, and develop Authority maintenance functions, particularly as they affect water conveyance facilities
- Apply principles and practices of Hydro-Electric Power Plant and/or large pumping plant operations and maintenance
- Apply functional characteristics and operating principles of large pump/generating plants and auxiliary machinery, busses, switches, control circuits, valves, checks, reservoirs, spill ways, metering and other water control devices
- Apply fundamentals of electricity, hydraulics and hydrology
- Apply practices and procedures related to project budget development, fiscal controls and planning
- Analyze maintenance activities and upgrades to ensure that the results have a positive cost benefit to the Authority

- Work independently, be self-motivated in evaluating and making recommendations on improvements to existing programs
- Train, supervise, direct and motivate staff
- Prepare and carry out personnel, budgeting, and training activities as they relate to Authority maintenance and supervisory staff
- Coordinate maintenance functions with Authority activities and services
- Develop long-range capital improvement plans
- Prepare and monitor budgets
- Oversee the development of plans, specifications, and Authority maintenance standards
- Ensure proper completion and inspection of major construction projects
- Use computer systems and software packages related to maintenance analysis and functions
- Utilize advanced speaking and writing skills to create contract specifications, write various reports and procedures related to budget and project management
- Effectively represent the Authority's O&M functions with the public, other government agencies, contractors, developers, engineers and professional consultants
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public
- Anticipate problems and devise solutions
- Organize data and maintain records
- Regularly and consistently meet attendance/punctuality requirements
- Follow instructions, work independently and cooperatively with others

**How to Apply:** Obtain application online at [www.sldmwa.org/job-openings](http://www.sldmwa.org/job-openings). Submit a San Luis & Delta-Mendota Water Authority employment application by mail (postmarks will not be honored), or email attachment to: [apply@sldmwa.org](mailto:apply@sldmwa.org).

San Luis & Delta-Mendota Water Authority  
Human Resources Department  
P.O. Box 2157  
Los Banos, CA 93635

***Resumes are encouraged; however, a resume will not be accepted in lieu of required application packet materials. Faxed application materials will not be accepted.***

## SELECTION PROCESS

**Required Application Materials:** The San Luis & Delta-Mendota Water Authority application must be submitted and received no later than the final filing date in order to be considered for this recruitment.

Meeting the minimum qualifications for this position does not guarantee that you will be selected for further consideration. Only those individuals found to be most qualified will advance to an oral interview.

Should you feel you need special accommodations for any skills test and/or interview, due to a qualifying disability, please contact the Human Resources Department at (209) 826-9696.

**Verification of Employment:** The Authority conducts verification of a candidate's employment history, education and training and other information contained in the Employment Application and any other materials submitted by a candidate in an application packet.

**Conditional Offer of Employment:** An offer of employment will be conditional upon legal ability to work in the United States and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements. This organization participates in E-Verify.

## BENEFITS

Retirement Benefits: 401(a) Defined Contribution Plan: A 401(a) Defined Contribution Plan is funded by the Authority contributing equal to 8% of your gross, base annual salary. Also included is an **Executive 401(a) Retirement Plan** which requires a mandatory 5% employee contribution, matched by an employer 5% contribution, as well as a voluntary **457 Deferred Compensation Plan**. The total potential combined contributions for the 401(a) plans by the Authority amount to a maximum of 13% of your gross base annual salary. Contributions under all plans vest immediately to you. Additionally, a Retirement Health Savings (RHS) Plan is also available.

**NOTE: You should be aware that the Authority does not participate in Social Security. This may affect Social Security benefits you have already earned upon retirement.**

Health Benefits: Three (3) medical benefit plans offered through ACWA-JPIA (Blue Cross PPO, Blue Cross HMO, Kaiser HMO). The Authority contributes 100% (depending on the plan) of the premium for the employee and 75% for the employee's eligible family members (depending on the plan).

Dental & Vision Benefits: The Authority contributes 100% of the premium for the employee and the employee's eligible family members.

Employee Assistance Program: Available to employees and their household members.

Holidays: Employees receive eleven (11) paid holidays, including one (1) floating holiday.

Vacation & Medical Leave: Vacation leave is accrued at the rate of 80 hours per year up through year 4. At year five, leave increases to 120 hours per year. At 10 years of service, vacation leave is accrued at the rate of 140 hours and at 15 years of service, vacation leave increases to a maximum of 160 hours per year. Medical leave accrues at the rate of 8 hours per month.

Optional/Voluntary Benefits include access to:

- Life Insurance
- Short/Long Term Disability Insurance
- AFLAC
- Credit Union
- Compressed Work Week (contingent upon individual work group needs)

*The San Luis & Delta-Mendota Water Authority is an Equal Opportunity,  
Male/Female/Vet/Disabled Employer*