

Compensation and Benefits

The salary for the District Manager is open and negotiable, DOQ. The anticipated range of annual salary is \$180,000-\$225,000. The West Bay Sanitary District also offers an excellent and competitive benefits package, which includes:

- ◆ Vacation: Exempt employees accrue vacation at the rate of 120 hours per year for the first through fifth years of service.
- ◆ Holidays: 13 days are observed annually. Eight are assigned and five are floating holidays.
- ◆ Management Leave: This position receives annual management leave, which accrues at the rate of 10 days per calendar year.
- ◆ CalPERS Retirement Plan: 2.5% @ 55 formula for Classic Employees and 2% @ 62 formula for PEPPRA employees (new to PERS or separated from PERS agency employment for 6 months or more).
- ◆ Cafeteria plan up to \$2,782/monthly for families, HMO and PPO medical, dental, and vision insurance plans.
- ◆ Life insurance.
- ◆ Short and long term disability plans and accidental death plan.
- ◆ ICMA 457 Deferred Compensation Program (District matches up to 3% of salary)
- ◆ Commuter Benefit Program.
- ◆ Position FLSA Exempt.
- ◆ DM may participate in an end-of-year bonus program as defined by the Board for achieving annual goals.



For more information about the District's benefit package, please visit their website at: <https://westbaysanitary.org/about-us/employment> or click the following [Benefits Summary](#) link.

The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at 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 called until after a preliminary interview takes place).

Paul Kimura or Bill Lopez
Avery Associates
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The final filing date for this position is: March 16, 2020

If you have any questions regarding this position, please contact Paul Kimura at 408.472.7936 or paulk@averyassoc.net or Bill Lopez at 408.888.4099 or williaml@averyassoc.net.

THE WEST BAY
SANITARY DISTRICT



INVITES YOUR INTEREST FOR THE POSITION OF:

DISTRICT MANAGER

The West Bay Sanitary District

West Bay Sanitary District provides wastewater collection and conveyance services to the City of Menlo Park, Atherton, and Portola Valley, and areas of East Palo Alto, Woodside and unincorporated San Mateo and Santa Clara counties. The District conveys raw wastewater, via the Menlo Park Pump Station and force main, to Silicon Valley Clean Water (SVCW) for treatment and discharge to the San Francisco Bay.



A five member Board of Directors elected at-large, to alternating four-year terms, governs the District. District headquarters are based in Menlo Park with an administration facility, co-located with the corporation yard.

District Operations

The District provides the service of wastewater collection from residents and businesses in its service areas and transports the wastewater via main line trunk sewers to the Menlo Park Pumping Station. From that point the wastewater is pumped to the Silicon Valley Clean Water (SVCW) Regional Treatment Plant in Redwood City. Through a Joint Powers Authority (JPA) the cities of Redwood City, Belmont and San Carlos together with the WBSD, own and operate the treatment plant.

WBSD operates with a dedicated work force of 30 employees who are focused on the development and maintenance of collection lines throughout the District. The current FY 2019-2020 budget is approximately \$29 million, including the CIP. The District operates and maintains approximately 210 miles of public sewer main lines, which range in size from 3 to 54 inches. The mains are connected to approximately 150 miles of private lateral sewers and over 21,000 service connections.



In the Spring of 2020 West Bay Sanitary District is bringing on-line the “Recycled Water Project – Sharon Heights” as a two phase project involving, the construction of satellite treatment facility designed to treat a max day flow of 0.5 Million Gallons a Day (MGD), a wastewater pump station to divert flow to the treatment facility, pipeline to discharge solids to an existing sewer, a recycled water distribution line to SHGCC irrigation water storage pond, and a distribution pipeline to Stanford Linear Accelerator Center (SLAC) (second phase). The Project would deliver an estimated 80 MGD of recycled water, including 52 MGD to Sharon Heights through the year and, in the second phase, approximately 28 MGD over seven months to SLAC for irrigation and cooling tower uses.

The Position and the Ideal Candidate Profile

The District Manager Reports to the Board and oversees district operations in the areas of project management, maintenance, regulatory and safety, and administration. This

role will require excellent communication skills in keeping both the Board and staff informed and advised of current and future issues affecting the organization. A proactive and forward thinker will be beneficial in providing board members the necessary information to make the proper policy decisions within a highly regulated environment.

The key priorities for this role include the replacement or revitalization of all sewer pipes on the east side of Highway 101; sea level rise remediation of a 20-acre plot on the eastern bayfront; and the ultimate development of an onsite, regional recycled water plant on the Facebook campus. Additionally, the previously mentioned Sharon Heights Recycled Water Project will come online this spring. Administratively, management and rate oversight of a solid waste Franchise Agreement for a 12 agency JPA, and regular analysis of District sewer rates are focus areas. Maintaining an open, active and effective line of communication with staff will be essential to insure these key operational priorities are successfully addressed.

A progressive and values-based leadership style, which emphasizes collaboration and facilitates a sense of trust, fairness and integrity, will be critical to this position. The new manager will serve as a positive role model who is actively involved and engaged yet relies on staff expertise to handle the day-to-day operational issues. This participatory style will generate a spirit of teamwork, customer service, and professionalism throughout the organization and with the customers of the District and maintain the great work culture that has been established at the District.

The ideal candidate will be an experienced manager with excellent administration skills, especially in the areas of budget, finance and personnel administration. Excellent relationship skills, especially in working with regional and regulatory entities will be critical in this role. A strong background with wastewater collection systems or treatment operations would be valuable and highly desired in this role and current knowledge of the wastewater regulatory environment will be essential. While the ideal background would include previous experience in public works or engineering with CIP experience, candidates with operational expertise in wastewater, sanitary sewer collections, or a related field will be considered. A Bachelor’s degree in engineering, environmental science, business or public administration or a related field is required for this assignment.

