



City of
Newport
Beach



Utilities Director



City of Newport Beach

The City of Newport Beach is one of Southern California's most picturesque and popular beach communities. Located in the center of coastal Orange County – with Los Angeles to the north and San Diego to the south – Newport Beach offers one of the finest climates in the Nation. The City is also known for its fine residential neighborhoods, strong business community, quality school system, vast recreational opportunities, beautiful beaches, excellent dining, and world class shopping districts.

The City has a permanent population of over 86,000 residents. During the summer months, the City population can grow to more than 100,000 with daily visitors. In the heart of the City is Newport Bay, where more than 9,000 boats are docked within the harbor. The Bay and City's eight miles of ocean beaches offer outstanding fishing, swimming, surfing, and aquatic sports activities. Area schools, including the University of California, Irvine (just outside the City's border), are among the best in California. Eight other colleges are within a 30-mile radius.

Community attractions include Crystal Cove State Park, the historic Balboa Pavilion, two ocean piers, white sandy beaches, extensive bikeways, Fashion Island/Newport Center, the Resort at Pelican Hill, plus many fine dining establishments.

City Government

As a charter city, Newport Beach is governed by a seven member City Council, operating under a council/manager form of government with a proposed 2018-19 operating budget of approximately \$291 million. The City employs 726 full-time employees and over 450 part-time and seasonal employees. Newport Beach has a history of impressive financial strength with current General Fund reserves exceeding \$47 million and currently holds an AAA implied General Obligation rating with each of three major rating agencies.

Utilities Department

The Utilities Department is responsible for managing critical services designed to meet the current and future needs of the community.



We provide a safe reliable source of water for drinking, irrigation and fire protection; wastewater services to convey wastewater from homes and businesses for treatment and disposal; storm drain and tide valve system maintenance to avoid street and property flooding; and service the City-owned oil wells. The Utilities Department has an operating budget exceeding \$29 million and a Capital Improvement Program budget of approximately \$11 million that is managed by the City's Public Works Department. The Department includes the following Divisions: Administration, Water Production, Water Quality, Water System Services, Water Maintenance and Repair, Wastewater, Storm Drains/Street Sweeping, Streetlights/Electrical Services, and Oil Well Operations.

The Utilities Department consists of 57 full-time employees, part-time and contract employees, consultants and contractors who work together to accomplish the department's mission, "To provide responsive utility and infrastructure maintenance services to the residents and visitors of Newport Beach." Current Department goals include:

- Recruit, develop and retain the best possible team members for Utilities;
- Lead the effort in implementing the Advanced Metering Project to the City's 27,000 water customers;
- Assist in development of drought policies and strategies including proposed changes to the City's Municipal Code;
- Assist with development of a Water Master Plan;
- Work cooperatively with other City Departments to ensure the City's water, wastewater and streetlight systems are continually improved.



Utilities Director



Utilities Director

The Utilities Director reports to the City Manager and plans, organizes, directs and coordinates the personnel, projects and functions of the Department. Responsibilities of the position encompass the administration of water resources and supply operations; direction of the maintenance activities of utility services; development, planning and implementation of Department goals, objectives, and activities; representation at public meetings and in organizations as appropriate; and providing staff support to commissions, committees and other task forces.

The Ideal Candidate

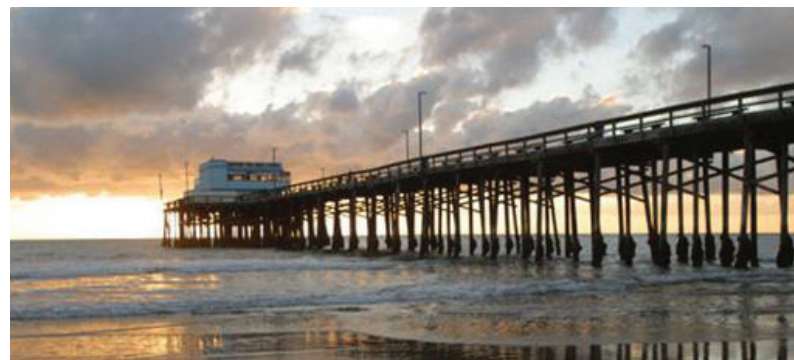
A successful candidate will have a firm understanding of advanced principles and practices of utility planning, design, construction and operations of water, wastewater, storm drains, streetlights, gas and oil. This candidate will also have the ability to manage and prioritize a high volume of projects simultaneously while staying abreast of the new trends in the field of Utility management. The ideal candidate will also have a proven track record of teamwork and customer service.

This position requires seven (7) years of increasingly responsible experience in water and wastewater engineering practices, planning, operations and maintenance including at least three years of responsible management and supervisory level experience. Equivalent to completion of coursework leading to a Bachelor's degree in engineering, water resources, environmental science or a closely related field. A Master's degree in Public Administration or related field is desirable.

Compensation Package

The salary for the Utilities Director is \$145,448 - \$218,161 annually. Placement in the range will depend on qualifications. This position is covered by the Key & Management unrepresented group, which includes the following competitive benefits package:

- **Retirement:** California Public Employee Retirement System (CalPERS) plan, which offers reciprocity between certain agencies. Classic employees receive a defined benefit pension based on the 2.5% at 55 formula. Classic tier II employees, who have been in the CalPERS system and are new to the City of Newport Beach, will receive a 2% at 60 formula. Employees new to the City and CalPERS, who do not belong to a reciprocal agency of PERS, will receive the tier III formula of 2% at 62.
- **Cafeteria Plan:** \$1,725 monthly cafeteria allowance.
- **Flex Leave:** 228 hours up to a maximum of 252 hours annually based on years of service.
- **Holidays:** Equivalent to 12 paid holidays per year.
- **Administrative Leave:** Up to 80 hours per calendar year at the discretion of the City Manager.
- **Automobile Allowance:** \$400/month.
- **Technology Allowance:** Monthly smart phone plan and equipment stipend.
- **Life Insurance:** \$50,000 in City-paid coverage.
- **Section 457 Deferred Compensation Plan:** Optional for employee contribution.





Utilities Director

The Selection Process

Please visit our City's website to apply online and to view the full description of the position and its requirements at www.newportbeachca.gov. Candidates must include a cover letter briefly addressing their increasingly responsible experience in water and wastewater engineering practices, planning and operations and maintenance along with supervisory experience, resume and three professional references.

The final filing date for this recruitment is Wednesday, June 13, 2018 at 5 p.m.

The selection process will begin with a complete evaluation of the application and supplemental materials. Candidates deemed the most qualified as reflected in their application materials will be invited to an oral interview and/or assessment(s) that will measure the candidate's combination of experience, training, knowledge, education, skills, abilities and other characteristics. The selected candidate will undergo an extensive background process including criminal history, credit history, driving record, military record, civil records check, past and current employers, education and reference checks. Please contact Human Resources at (949) 644-3256 if you have any questions.

The City of Newport Beach is an equal opportunity employer and does not discriminate on the basis of any class protected by law.



City of Newport Beach
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www.newportbeachca.gov