

# Director of Utilities (Water & Sewer)



## Core Values

The TCPUD's organizational culture is rooted in our Core Values of Service, Professionalism, Teamwork, Initiative, and Communication. These Core Values and related behaviors set the expectation for how we engage with each other, our customers, and all our stakeholders.

## An Outstanding Career Opportunity

This is an exceptional opportunity for professionals with leadership experience in water who have a passion for public service and drive for innovation, to lead an experienced and knowledgeable team that is dedicated to the District's Core Values and is premier in the Tahoe Basin.

The Director of Utilities (Water and Sewer) will play a pivotal role in shaping the TCPUD's current and future operations, including the development and implementation of two new water systems and the operation of the District's new state of the art West Lake Tahoe Regional Water Treatment Plant.

The selected individual will join a management team that is highly collaborative and works together as a single unit dedicated to the joint success of the TCPUD along with a supportive Board of Directors and community, with the ability to make independent decisions without the lengthy reviews and discussions required in many larger organizations.

***The TCPUD offers a competitive salary and an excellent benefits package, including enhanced CALPERS retirement formula of 2.7%@55 for classic members; fully paid medical, dental, and vision insurance for employees and all qualified dependents; and generous leave benefits.***



## The Community

Nestled on Lake Tahoe's north shore, the Tahoe City community offers a captivating blend of natural beauty, outdoor adventures, and serene landscapes. Tahoe City is renowned for its small community charm and offers an array of recreational activities year-round, including hiking, mountain biking, kayaking, paddleboarding, golf, skiing, snowboarding, and ice skating. Residents and visitors enjoy a relaxed pace of life, promoting physical fitness and well-being, fostering a strong sense of community through local events, festivals, and year-round familyfriendly activities.

Modern amenities, local shops, restaurants, cafes, art galleries, and cultural events complement the peaceful atmosphere, with larger metropolitan areas such as Reno and Sacramento within convenient reach.



# Tahoe City Public Utility District

TCPUD, a special district located on the North Shore of Lake Tahoe in Tahoe City, California, serves a 31-square mile area, lying within both Placer and El Dorado Counties, extending from Emerald Bay to Dollar Hill and along the Truckee River to the Nevada County line. TCPUD provides safe and reliable water supply to 5,740 customers, sewer service to 7,725 customers, and manages numerous parks, beaches, facilities, and recreation programs for residents and an extensive visitor population. A five-member Board of Directors, elected for four-year terms, governs the TCPUD. The Board of Directors elects a Board President and Vice President from among the five members to serve a one-year term. Board members also serve on one or more of the TCPUD's standing committees (Sewer & Water, Parks & Recreation, and Finance). Board and Committee meetings are held monthly, publicly noticed, and the public is encouraged to attend. Under governance and policy direction from the Board of Directors, the General Manager oversees day-to-day operations of the District and directs a staff of 61 full-time employees. The District's total operating budget for Water, Sewer, and Parks & Recreation in 2024 is \$18,842,660 along with a total 2024 capital budget of \$20,225,895.



## Mission

The mission of the Tahoe City Public Utility District is to serve people, our community, and its environment. It is our responsibility to provide safe and reliable water service, sewer service for the protection of public health, and parks and recreation services to enhance quality of life. It is our commitment to accomplish these and other tasks within the scope of the Public Utility District Act, as amended, in a sound fiscal manner.

## Vision

Building a healthy mountain community through our passion for public service.



## The Utilities Department

The TCPUD Utilities Department is responsible for providing safe and reliable water service and sewer collection services to the residents of the District. Committed to excellence, sustainability, and innovation, TCPUD's Utilities Department has earned an excellent reputation with its customers, neighboring Specials Districts, and regulatory agencies.

As an enterprise fund, the Utilities Department is funded through ratepayer fees and has a direct operating budget for 2024 of \$11,855,690 along with a capital budget for 2024 of \$14,510,532.

The Utilities Department is staffed by dedicated professionals passionate about providing the highest level of service to TCPUD's customers. The Utilities Team is comprised of 19 full-time employees. During the summer months, the team expands to include up to 5 additional seasonal staff members who assist in the maintenance of the District's water and wastewater systems.



## Capital Improvement Plan

TCPUD has an aggressive capital improvement plan which serves as a blueprint for strategic investments in infrastructure upgrades, expansions, and regionalization efforts. A significant priority of the water capital improvement plan over the next 5 to 10 years is the reconstruction of two, formerly private water systems that TCPUD acquired in 2018. With a robust 5-year sewer capital improvement plan budget of \$19 million and 5-year water capital improvement plan budget of \$61 million, TCPUD's utility capital projects are focused on continuing service reliability, upgrading water infrastructure for fire suppression purposes, and environmental protection. While the capital improvement plan is managed by TCPUD's Engineering Department, the Director of Utilities (Water & Sewer) will work in tandem with the Director of Engineering to ensure the successful implementation of the plan.

## West Lake Tahoe Regional Water Treatment Plant

Scheduled for start-up in January, 2025, the West Lake Tahoe Regional Water Treatment Plant (WLTRWTP) will provide a permanent, all-season, drought-resistant drinking water source for TCPUD customers located in the McKinney-Quail Water Service Area, with the capacity to expand to other water systems along Lake Tahoe's west shore. The WLTRWTP treats a maximum capacity of 1 million gallons per day of Lake Tahoe surface water using microfiltration and UV/chlorine disinfection.

The Director of Utilities (Water & Sewer) will be responsible for the operations at the WLTRWTP.

## The Director of Utilities (Water & Sewer) Position

TCPUD's Director of Utilities (Water & Sewer) position is a complex and multi-faceted role. The Director provides leadership and directs the functions of the Utilities Department. The Director reports to the General Manager and serves as a member of the District's senior management team.

The Director is responsible for identifying utility priorities and capital projects for both the near and long term while administering the budgets necessary to achieve them. The Director works closely with the Engineering Department in the areas of infrastructure design and maintenance and infrastructure innovation. The Director coordinates and leads the monthly Sewer and Water Committee meetings and actively participates in monthly Board of Directors meetings.

The Director mentors and guides a team of dedicated staff who are committed to building a healthy mountain community. The Director provides direct supervision to two Utilities Superintendents and a Utilities Administrative Technician. In addition to overall supervision and leadership of the Department, the Director manages and oversees the Sewer and Water operating and capital budgets and is tasked with balancing long-term strategic planning with day-to-day operational oversight. The Director must have the ability to balance long-term planning with emergency response, while maintaining routine operations and maintenance activities.

The Director advises the General Manager and Board of Directors and collaborates with the entire organization as well as with other public agencies, businesses, non-profit organizations, community, and stakeholder groups.

The ability to simultaneously manage complex personnel and operational issues is a critical aspect of the position. The Director must lead and motivate the team, address interpersonal challenges, and maintain clear communication. The Director prepares complex reports and makes public presentations before the Board of Directors and other civic and community agencies.





## The Ideal Candidate

TCPUD is seeking a knowledgeable and dynamic water professional with a passion for optimizing utility operations and driving strategic initiatives. The ideal candidate for this position must be a forward-thinking leader who can oversee complex utility projects and propel innovation in infrastructure development.

The ideal candidate has at least 3 years experience working with and reporting to regulatory agencies and at least 5 years experience leading a water utility department or division/section with a strong background in water utility operations and maintenance and capital project planning and implementation. Wastewater experience in addition to water experience is a definite plus. Skill in navigating a complex and shifting regulatory environment combined with strong analytical skills and strategic thinking are critical. The successful candidate will lead with integrity, share TCPUD's strong commitment to public service, community engagement and involvement, and connect deeply with the District's Core Values.

The ideal candidate is an excellent communicator, both written and orally and an effective and efficient relationship builder that develops long lasting collaborative partnerships with residents, businesses, employees, peers, elected officials, stakeholders, and partners. To be effective in this role, the Director of Utilities (Water & Sewer), must be confident, intelligent, articulate, and able to conceptualize and present ideas to elected officials and community members. The ideal candidate is routinely recognized for strategic thinking, resourceful problem solving, strong organizational skills, and demonstrating excellent judgment.

The Director of Utilities (Water & Sewer), must also be a strong supervisor who possesses the emotional intelligence needed to manage a diverse and high-performing team, who encourages excellence through empowerment and clear goal-setting, and is committed to being a role model for the organization.



## Compensation & Benefits

The annual salary range for Director of Utilities (Water & Sewer) is **\$168,126 - \$218,545**. Placement within this range is based on qualifications and experience. In addition, TCPUD offers an attractive benefits package, including:

**Retirement:** The District participates in the California Public Employees' Retirement System (CalPERS), with a 2.7%@55 enhanced formula for Classic Members\* and 2.0%@60 for all others.

**Deferred Compensation:** The District participates in the CalPERS 457 Plan with a 2% contribution made by TCPUD.

**Medical Insurance:** The District currently provides and pays the full premium for employee plus qualified dependents for the CalPERS Gold PPO Plan.

**Dental and Vision Insurance:** The District currently provides and pays the full premium for a \$1,500 annual dental benefit for employee plus qualified dependents and a \$500 annual vision benefit for employee plus qualified dependents.

**Leave Benefits:** General Leave – starting at 20 days per year, Holidays – 13 days per year, Sick Leave – 8 days per year.

*\*Individuals employed with another agency with CalPERS or reciprocal retirement prior to 1/1/13 and then start working for the District with less than a 6-month break in service from prior employer.*



## Application and Selection Process

The position is open until filled with first review of resumes on **Monday, February 10, 2025**. To be considered for this exceptional opportunity, please upload an electronic version of your resume (including dates of employment and budget of programs/projects managed), cover letter, and the names of three professional references (including current or former: supervisor, direct report, and colleague - references will be contacted only after receiving candidate approval) by clicking here: <https://www.dropbox.com/request/GHLmsQ1cTSaIrUkzx3c>

It is preferred that you submit all of these items as a single Adobe PDF document. Upon successful upload, you will be redirected to a confirmation page and receive an automatic confirmation.

More detailed information regarding this position, such as the job description, job profile and organization chart can be found at <https://www.tcpud.org/your-district/human-resources>

For more information contact:



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Resumes will be screened in relation to the criteria outlined in the brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with TCPUD. Interviews with the TCPUD are tentatively scheduled for the week of March 17, 2025. A final selection will be made upon completion of comprehensive reference and background checks.