



*Providing exceptional service
for more than 100 years*

STEGER SANITARY DISTRICT

District Manager



Mission Statement: *To protect public health and the environment for the communities we serve through planning and operation of a safe, efficient, and economical wastewater collection system.*

The District

Stege Sanitary District, incorporated in 1913, is one of the oldest special districts in the Bay Area. The district got its start when a handful of residents, realizing that the largely undeveloped area just north of the Alameda-Contra Costa county line would remain undeveloped unless there were sewers, campaigned for their construction. The group proposed creating a special district to fund and build the infrastructure and in May 1913, Stege Sanitary District was formed. The district covers what today is today El Cerrito, Kensington, and part of the Richmond Annex.

In 1972, Stege, forgoing its local treatment plant at Point Isabel, began sending its sewage to East Bay Municipal Utility District's (EBMUD) regional treatment plant near the Bay Bridge. In 1984, water quality rules required sewer districts to reduce "infiltration and inflow" of rainwater into their lines to reduce pollution during wet weather. Stege became a leader in this effort, with an innovative strategy of replacing all mains and private laterals in the area with the greatest problems. Over the following decades, Stege pioneered techniques for preventive maintenance, winning many industry awards. Stege, which prides itself on fast response times and exceptional customer service (callers always get a real person), celebrated its 100th anniversary in 2013.

To learn more, go to: <https://www.stegesan.org>



STEGE SANITARY DISTRICT TODAY...

- » Operates and maintains 148 miles of sanitary sewers and 2 small pump stations.
- » Covers 5.5 square miles and serves ~35,000 people in El Cerrito, Kensington and part of the Richmond Annex.
- » Is a public agency administered by a duly elected five-member Board of Directors that serve four-year terms of office.
- » Has a staff of 10 employees: 5 office and 5 field.
- » Has area challenges including a steep hillside terrain, the Hayward fault zone, the Blakemont landslide area, and several creeks.
- » Currently, like the other East Bay cities, Stege is under a Consent Decree from the EPA to reduce wet weather flows.
- » Has a system replacement value of ~\$200+ Million.
- » Collects sewer service fees through the annual property tax bills issued by the County.

The Position

Appointed by and reporting to the Board of Directors, the District Manager is responsible to plan, direct, and administer all technical, financial, and legal aspects of the District. This position implements and reports to the board on goals, objectives, policies, budgets, procedures, and work standards to the Board. The position requires employee to be on call seven days per week, 24 hours per day.

The District Manager has three supervisor direct reports who supervise a total of seven employees in three District departments. The District Manager is responsible for the overall direction, coordination and evaluation of these departments. Responsibilities include interviewing, hiring, and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.

IMPORTANT AND ESSENTIAL DUTIES

- » Plan, organize, coordinate, and administer all District functions and activities either directly or through staff.
- » Prepare reports, analysis, and recommendations to Board of Directors for development of goals, objectives, and policies.
- » Administer and report on approved Board policies and actions.
- » Develop and implement management systems, procedures and standards, ensuring that the District is in compliance with all legal and regulatory requirements.
- » Provide direction and oversee District staff.
- » Represent the District with various governmental agencies, attorneys, consultants, and the general public.
- » Oversee Engineering department to ensure planning, designing, and implementing of engineering changes or enhancements to sanitary facilities.
- » Oversee District's maintenance department.
- » Oversee District's financial activities.
- » Prepare and/or review technical reports.
- » Perform rate analyses.
- » Invest District funds
- » Develop District annual budget.
- » Interface with outside financial consultants.
- » Establish positive working relationships with other agencies and the public.
- » Serves as the Board Secretary for meetings.



The Ideal Candidate



The following outlines the key attributes and expectations, identified by the Board of Directors, of the ideal candidate to lead the Stege Sanitary District, focusing on innovation, community engagement, regulatory compliance, and a collaborative management style.

Background and Experience:

- » **Engineering or Comparable Background:** The candidate should ideally have a background in engineering or a related field. A Professional Engineer (P.E.) license is highly desirable.
- » **Experience in Environmental Compliance:** Familiarity with environmental regulations, consent decrees, and the legal framework surrounding wastewater management is crucial.
- » **Leadership in Innovation:** Proven track record of implementing innovative solutions in a similar field, with a history of spearheading strategic initiatives and projects. A progressive mindset familiar with climate change, sea level rise, and power supply shut-offs for emergencies.
- » **Public/Leadership Presence:** Experience in public engagement, with strong communication skills to interact effectively with staff, board members, and the community.

Skills and Competencies:

- » **Communication Skills:** Excellent verbal and written communication skills to effectively convey complex information to diverse stakeholders.
- » **Interpersonal Skills:** Strong interpersonal skills to foster a collaborative and positive work environment, interacting regularly with a small, close-knit team.
- » **Management Style:** A proactive, team-building management approach that encourages autonomy while promoting a sense of common pride and purpose among staff.
- » **Technical Proficiency:** Adept in understanding and managing the technical aspects of wastewater collection systems, including data-driven decision-making and infrastructure improvement.



Personal Attributes:

- » **Integrity and Trustworthiness:** Honesty is paramount, with a focus on building trust within the organization and with external partners.
- » **Adaptability and Willingness to Change:** Open to trying new things and embracing change, with an excitement for innovation and improvement.
- » **Problem-Solving Attitude:** A proactive approach to identifying and solving problems, with a willingness to stretch beyond traditional methods.

Opportunities and Challenges:

- » **First-Year Goals:** Develop strong rapport with staff and Board, maintain fiscal stability, and reduce the frequency of reportable spills.
- » **Infrastructure Improvement:** Lead the ongoing revamp of pump stations, HVAC upgrades, and fleet modernization efforts.
- » **Data-Driven Decisions:** Enhance data collection and analysis to produce actionable insights and improve system efficiency.
- » **Legacy Building:** Seize opportunities to create a lasting impact and establish a legacy of innovation and excellence within the District.

Additional Considerations:

- » **Location and Commitment:** Consideration for the candidate's willingness to reside within or near the District to foster a stronger community presence and accessibility during emergencies.
- » **Team Dynamics:** Ability to manage a small, dedicated team with long tenures, ensuring continued smooth operations and staff engagement.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelor's degree and ten (10) years' experience, preferably in civil engineering specializing in the water or waste-water field. Five years supervisory experience, budget development, collection system operation principles, financial management, and laws and regulations governing administration of sanitary districts.



Compensation and Benefits

The annual salary for this position goes up to **\$270,600** dependent on experience and qualifications. In addition, the District offers an attractive benefits package including:

- » **CalPERS Retirement:** Classic member formula (membership established before January 1, 2013) is 2% @ 55. The District pays a portion of classic members employee contribution starting after one year of service in increasing percentage increments up to 7% after five years. For PEPRAs members (members new to CalPERS after January 1, 2013) the retirement formula is 2% @ 62. PEPRAs members contribute 7.25% of their salary to CalPERS.
- » **Vehicle:** Provided by District.
- » **Medical Insurance:** The District makes a Designated Health Contribution toward health premium and Cafeteria and Flexible Benefit Plan contribution amounts: The District contracts with PEMHCA for health insurance and pays the minimum monthly health contribution toward the health premium, as established by PEMHCA on an annual basis, for eligible employees.
- » **Dental Insurance:** Provided by the District.
- » **Long Term Disability Insurance:** Provided by the District.
- » **Term Life Insurance:** Provided by the District.
- » **Deferred Compensation:** The District provides a match up to \$250 monthly with another \$120 directly deposited without a match for the District Manager.
- » **Sick Leave Accrual:** 8 hours per month
- » **Vacation Accrual:** Monthly accrual based on years of service.
- » **Paid Holidays:** 11 per year plus 2 half-days.
- » **Floating Holidays:** 4 per year.
- » **Administrative Leave:** Up to 12 days per year.

Application and Selection Procedure

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (current/former: two supervisors, two direct reports, and two colleagues, who will not be contacted until final stages and only with prior permission of the candidate) by the first resume review date of **Monday, September 9, 2024**. Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2385>

For further information contact:



Pam Derby

Tel: 916-471-3126

E-mail: pderby@cpshr.us

Website: www.cpshr.us/search

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Individuals deemed most qualified will be presented to the Board of Directors. An appointment is expected after finalist interviews and extensive reference and background checks that will be coordinated with the successful candidate.

Stege Sanitary District is an equal opportunity employer committed to diversity in hiring practices and the workplace.

