



Operations & Maintenance Manager

North Marin Water District is seeking a dynamic, strategic, and collaborative leader for its Operations & Maintenance Manager position.

The Operations & Maintenance Manager serves as one of four Department Heads and reports directly to the General Manager.



**NORTH MARIN
WATER DISTRICT**

The Position

The position plans, organizes and directs the overall operations and maintenance of North Marin Water District's water enterprises, including the Stafford Water Treatment Plant, the Point Reyes Treatment Plant, and the Oceana Marin wastewater system.

North Marin Water District's Operations & Maintenance Manager currently* oversees three Divisions with a combined 21 Full Time positions and is responsible for a variety of functions, including the overall management of the District's potable treatment plants and distribution systems, including pump stations, storage tanks and pressure reducing stations; recycled water distribution and storage systems, and wastewater collection and treatment system.

This position plans, supervises and directs the activities, operations and services of the Operations & Maintenance Department including all Cross-Connection Control, Maintenance Management, Asset Management, and Water Loss Programs, Regulatory compliance tracking and reporting, as well as local watersheds and groundwater well fields, and administration headquarters and corporation yard facilities.



Stafford Dam spillway.

*In 2024, NMWD staff with the support of the Board of Directors, began strategic planning efforts in the development of a new 5-year Strategic Plan (2025-2030). These actions included a customer survey, an all-staff survey, one-on-one interviews with; selected staff, senior staff, and the Board of Directors. It is highly likely that a re-alignment of NMWD Department organizational structures will be a strategic action item in the new Plan.



About Us

North Marin Water District is an independent special district formed under Division 12 of the California Water Code (County Water Districts) and provides potable water, recycled water, and wastewater services to more than 65,000 customers in Marin County and a portion of southern Sonoma County.

The District was formed in 1948 and has a five-member Board of Directors, elected by Division for 4-year terms. These water and wastewater services are provided through four separate enterprises: Novato Water, Novato Recycled Water, and the West Marin Water systems, and the Oceana Marin wastewater system.

North Marin Water District and the Marin Municipal Water District (MMWD) represent the two primary water providers in Marin County, with MMWD as the larger agency serving approximately three times the number of customers.

North Marin Water District has 58 full-time employees organized into four departments consisting of Accounting & Finance, Construction / Maintenance, Engineering, and Operations / Maintenance.

In addition to the General Manager, there are three other staff members appointed by the Board of Directors: The Auditor-Controller, who heads the Accounting & Finance Department, the Assistant GM/Chief Engineer that heads the Engineering Department and the Executive Assistant/District Secretary.

The Departments work very collaboratively to ensure that all North Marin Water District assets are functional, efficient, and maintained or replaced per industry standards and that all North Marin Water District administration and operations comply with local, state and federal requirements.

Learn more about the Novato area
VisitNovato.com

Water Supply

North Marin Water District manages two local water supplies: Stafford Lake, which provides approximately 20% of Novato's water is formed by Stafford Dam, originally built in 1951 and raised and modified in 1985. The West Marin Water system relies 100% on a series of groundwater wells adjacent to Lagunitas Creek. There are a total of 4 active wells, one of which – the Gallagher Well #2 – was recently constructed in late 2022 and serves as the primary supply well.

The Novato Water system relies on Russian River water purchases from the Sonoma County Water Agency (Sonoma Water) for approximately 80% of Novato's water demand. This purchased water is transmitted from Sonoma Water's Kastania Storage tank through the North Marin Aqueduct, a 30-inch to 42-inch diameter steel pipeline along Highway 101. MMWD also relies on the aqueduct for transmitting their purchased water from Sonoma Water.

North Marin Water District began its Recycled Water program in 2011 and completed major expansions in 2015 within the Novato area. Treated water is purchased from Las Gallinas Valley Sanitary District for the "South" area and from the Novato Sanitary District for the "North/

Central" area. North Marin Water District owns and operates the Deer Island Recycled Water Treatment Facility, scheduled for decommissioning in 2027.

Regional Partnerships and Community Involvement

North Marin Water District has developed and maintains strong partnerships with other agencies including the City of Novato, Novato Fire Protection District, Las Gallinas Valley Sanitary District, Novato Sanitary District, Inverness Public Utility District, County of Marin (including Public Works, Fire Department, Environmental Health Services, and CUPA), and Sonoma Water's WAC and TAC. North Marin Water District has a strong relationship with the Marin District of DDW (District 25). North Marin Water District is a member of the Novato Chamber of Commerce, serving on the Government Affairs Committee and a sponsor of the Leadership Novato Program.

North Marin Water District is also a long-standing member of AWWA, ACWA, ASDSO, and CSRMA as well as regional organizations such as NBWRA and NBWA. Because of the interconnection of water transmission infrastructure, North Marin Water District Operations coordinates regularly with MMWD and Sonoma Water to ensure safe and reliable flow of water to North Marin Water District's customers and to facilitate maintenance or repairs.

What We Are Looking For

The ideal candidate is an experienced water professional with strong interpersonal and communication skills, critical thinking and creative problem-solving abilities, a technical expert, especially in electrical/mechanical areas, a leader of people, and a manager of resources.

We are also looking for someone with extensive supervisory experience and oversight of water and wastewater operations as well as control systems, pumping systems and associated energy management, and asset management (North Marin Water District uses NEXGEN).

The successful candidate will serve as a key implementor of North Marin Water District's 2025-2030 Strategic Plan (plan development is currently in progress).

Additional experience and proven ability to do the following:

- Work well with the public, staff, consultants, governing boards, and officials at all levels of government, including elected officials.
- Demonstrated knowledge in water and wastewater operations regulatory requirements, including DDW, SWRCB, OSHA, and EPA.
- Initiate, facilitate, and support continuous improvement while creating a positive workplace culture.
- Technical understanding of electrical and mechanical systems.
- Exercise sound and independent judgement.
- Recognize and effectively manage ever-changing priorities, needs and pressures placed on the organization.
- Be responsive to challenges and opportunities as well as minimizing vulnerabilities.



Stafford treatment plant.

Key responsibilities:

- Works closely with the Finance team in developing and managing annual operational budgets for potable, recycled, and wastewater enterprises.
- Develops and implements predictive, preventive, and corrective maintenance programs for all physical assets including treatment plants, pump stations, and generators.
- Serves as key senior manager in response to catastrophic or significant leaks, spills or similar emergency events initiating reports to the GM or regional partners.
- Oversees technology services, project planning, and workflow management; manages contractors and consultants for large IT or SCADA projects.
- Works with Engineering and Construction teams on Capital Improvement Program (CIP) Projects design and implementation.
- May serve as North Marin Water District technical lead for certain CIP projects related to water/wastewater facilities (pump stations, treatment plants, SCADA, etc).
- Ensures effective watershed and well field management practices including permit compliance.
- Serves as the technical lead for Emergency Management, including preparedness, response and mitigation.
- Promotes a safe work environment, ensures safety training, and participates in safety events, investigations, and inspections.
- Advises the General Manager and Board on technical and management matters related to water operations.
- Represents the District at meetings and task forces; participates in strategic planning, long-range budget management and rate studies.
- Mentors and supports coaches and ensures staff training and knowledge continuity.
- Manages recruitment, employee relations, performance management, and staff development for the Department.

Education and Experience

Minimum Qualifications include the possession of a high school diploma supplemented with relevant specialized Operator training in water treatment and/or distribution operations **combined with** ten years' experience, including two years in a position of major responsibility equivalent to Operations Supervisor / Manager or Department Head.

Additionally, five years' experience in overseeing design or installation of treatment, electrical, controls, or pumping equipment and materials under applicable uniform codes and knowledge of applicable state and federal regulations related to water or wastewater and the possession of a California Drinking Water Operator Certification Program (DWOCP) Grade D3 Water Distribution Operator Certification is required. Must possess a valid Class C California driver's license, have and maintain a satisfactory driving record, and be insurable by North Marin Water District to operate District vehicles.

Desired Qualifications/Certificates

Possession of a California Professional Engineer (Electrical, Mechanical or Civil Engineer) or a DWOCP Grade T4 Water Treatment Operator certification is highly desirable.



Old Ranch
Road tank 2.

Compensation and Benefits

The Annual salary is \$175,908—\$213,828. Actual starting salary will depend on qualifications and experience. North Marin Water District offers a comprehensive and competitive benefits package including:

- CalPERS retirement 2.5% at 55 formula. (If new to CalPERS or not from an agency with reciprocity with CalPERS, the formula is 2% at 62 by pension reform law.)
- Medical insurance substantially paid for by the District for the employee and family.
- Deferred compensation (457(b)) matches up to 1% of the annual salary for plan participants.
- Management leave of 80 hours per year, and vacation starting at two weeks per year.
- Work schedule is a standard 40-hour per week schedule.
- District paid dental, vision, long-term disability, and life insurance programs.
- Educational reimbursement and employee assisted housing program available after completing probationary period.

More Information

Information on benefits

nmwd.com/wp-content/uploads/2024/05/2024-NMWD-Benefit-Summary-FINAL-1.pdf

Information regarding this position & benefits

governmentjobs.com

nmwd.com/careers/employment-opportunities

Information about North Marin Water District

nmwd.com

nmwd.com

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