

# **SAN GORGONIO PASS WATER AGENCY**

(Beaumont, CA)

## **Operations and Maintenance Manager**



## **THE AGENCY**

The San Gorgonio Pass Water Agency was established in 1961 by the California State Legislature. The Agency's service area of approximately 225 square miles is located in Riverside County and extends from Calimesa to Cabazon. The service area includes the incorporated cities of Calimesa, Beaumont and Banning, and the communities of Cherry Valley, Cabazon and the Banning Bench which, at the present time has, a total population of over 100,000. The Agency currently sells water to three retail service providers – Beaumont Cherry Valley Water District, Yucaipa Valley Water District, and the City of Banning – with the potential of selling water to four additional retail water service providers.

The Agency is one of 29 State Water Contractors. Each Contractor is responsible for the importation of water from Northern California through the State Water Project (SWP) into each Contractor's service area. Phase 1 of the final link of the SWP to the Pass region, the East Branch Extension (EBX), was completed in 2003, and Phase 2 was completed in 2017, bringing the capacity of the Extension to 17,300 acre-feet, which is the Agency's official allotment of State Project Water. This is enough to supply just over 50,000 families each year.

The EBX is jointly operated by the Agency and the San Bernardino Valley Municipal Water District (SBVMWD) under an agreement with the Department of Water Resources (DWR). EBX begins at the Devil Canyon Power Plant in San Bernardino (near the Cal State San Bernardino campus) and traverses the cities of San Bernardino, Highland and Yucaipa before crossing into Riverside County. It then traverses the City of Calimesa and the community of Cherry Valley before ending near the intersection of Orchard and Noble streets. Phase 2 consisted of six miles of 66-inch pipe under the Santa Ana River and through Mentone to Yucaipa, the new Citrus Pump Station and Reservoir in Mentone, and additional pumps for the Crafton Hills and Cherry Valley Pump Stations.

The Brookside Recharge Facility is a new groundwater recharge facility that came online in 2019 and enables the Agency to import more water in wet years when it is available and to store it in the local groundwater basin(s). By adding the ability to store more water in local aquifers, the facility will help to drought-proof the region. Storage is one of the keys to surviving droughts. The Agency is planning a major capital improvement phase to add additional recharge facilities throughout the service area.

The Agency's primary mission is to import supplemental water and to protect and enhance local water supplies for use by present and future water users, and to sell imported water to local water districts within the service areas of the Agency. The Agency's vision is to partner with other local stakeholders to assure that growing regional water needs are met, optimizing the use of existing resources, without adverse impacts on local groundwater basins. In order to bring this vision to fruition, the Agency will: 1) play a leadership role in managing local water resources; 2) bring supplemental water to the region to meet short- and long-term needs; and 3) develop and work from a financial plan to ensure that funding is available to reach these goals.

The Agency has three primary roles:

- **State Water Contractor** – As one of the 29 State Water Contractors and the State Water Contractor for the region, the Agency is responsible for operating and maintaining the SWP within their service area, and extending it to serve the entire service area from Calimesa to Cabazon. The Agency is also a major investor in the Sites Reservoir Project and is participating in the Delta Conveyance Project.
- **Groundwater Basins** – The Agency is an advocate for the groundwater basins within their service area, including the Yucaipa, Beaumont and Cabazon basins, as well as lesser groundwater basins. A goal of the Agency is to preserve the basins for current and future generations. In order to do this, the Agency imports supplemental water from whatever sources provide the highest quality at the lowest price water, including the SWP as well as other potential sources. The Agency works with local water retailers and others to manage local and regional water resources in a sustainable manner. The Agency is also the local CASGEM entity and works closely with the USGS.
  - The Agency jurisdiction contains three new Groundwater Sustainability Agencies and an adjudication. Information on these entities can be found at:
    - [Beaumont Basin Watermaster](#)
    - [San Gorgonio Pass Water GSA](#)
    - [Yucaipa GSA](#)
- **Water Conservation and Education** – The Agency encourages conservation throughout their service area as a means to stretch existing resources and help preserve local groundwater. The Agency considers part of its mission to educate the public on water issues so that there is an understanding that water is a limited resource in the region.

In 2019, the Agency undertook an update of its [Strategic Plan](#) and identified five goals:

1. Regional Water Supply Plan
2. Effective Communication of the Agency’s Strategy and Mission
3. Sustainable Groundwater Management Act (SGMA) Implementation
4. Infrastructure Plan
5. Financial Plan

The San Gorgonio Pass Water Agency is a public agency with a seven-member elected Board of Directors. Directors are elected to four-year staggered terms, with five members elected to represent specific divisions and two elected at-large.

The FY 2022-23 General Fund budget is about \$11.8 million and the Debt Service Fund budget is about \$27 million. The Agency currently has five full-time employees: General

Manager, Chief Financial Officer, Operations & Maintenance Manager, Sr. Planner, and Executive Assistant.

## **THE REGION**

The San Gorgonio Pass is the narrow east-west strip of land between the San Bernardino Valley to the west and the Palm Springs/Coachella Valley area to east. The region is bounded by mountains on both the north and south. The region is in transition from primarily rural to urban land uses. It is among the fastest growing areas in Southern California due to its relatively inexpensive home prices. Many young families and retirees alike are moving to new homes and communities in Calimesa, Beaumont and Banning.

Natural landmarks include Mount San Gorgonio, Mount San Jacinto, and the headwaters of the Whitewater River. Other landmarks include Casino Morongo, Desert Hills Premium Outlet Mall, and the Cabazon dinosaurs. The water in this area is so pure that Arrowhead Water opened a bottling plant in Cabazon in the 1990s in order to bottle the water from the slopes of the San Bernardino Mountains.

The western half of the Pass is in the Santa Ana River watershed, while the eastern half drains to the Whitewater River. Major surface water streams include the Whitewater and San Gorgonio Rivers, San Timoteo Creek, Noble Creek, Marshall Creek and Smith Creek. Much of the Pass is above an elevation of 2,500 feet.

## **THE POSITION**

***The position's job duties will be tailored to fit the candidate:***

The Position reports to the General Manager. Duties, responsibilities and authority of the Position may include, but are not limited to the following:

- Reviews data and operates SCADA/telemetry equipment in order to ensure an adequate and safe supply of water in the reservoirs and the Agency's pipelines.
- Frequently travels to various facilities to perform security checks and monitor condition of structure, equipment, etc. and take and record meter readings.
- Coordinates system start up and shutdown with DWR, SBVMWD, and partnering retail water agencies to optimize water delivery schedules.
- Coordinates State Water Project and non-State Water Project water deliveries with DWR, SBVMWD, and partnering retail water agencies.
- Coordinates with local regulatory Agencies to ensure compliance.
- Conducts Underground Service Alerts (USA) investigations that include: traveling to specific site, inspecting and marking area for the pipeline ensuring contractor compliance with specifications, and filing the appropriate report(s).

- Performs a variety of duties relating to operating and maintaining the water supply and water quality, including measuring water levels in wells; calibrating instrumentation equipment; investigating leaks; and conducting water quality sampling.
- Manages the Agency monitoring well network in conjunction with the USGS. Complies with best management practices for measuring monitoring wells.
- Performs more complex repair and maintenance work for facilities, meters, pipelines, pump stations, wells and various equipment, including, but not limited to, pipefitting, valve repair, cement work, electrical work, carpentry, painting and plumbing as appropriate.
- Performs project and construction management duties for contractors working on Agency facilities.
- Performs facilities maintenance duties.
- Under guidance from the General Manger, maintains the Safety Program for the Agency.
- Other duties as assigned.

## **THE CANDIDATE**

### **Supervisory Responsibilities**

- This job has no direct supervisory responsibilities.

### **Education and Experience**

- High School diploma or G.E.D.
- 2 years of technical training
- 5 years of related operations and maintenance experience

### **Certificates, Licenses, Registrations**

- Valid Class C California's drivers license and must be able to meet standard auto insurance requirements for government agencies.
- State of California Water Distribution Certificate Grade III or higher (Required)
- State of California Water Treatment Certificate Grade II or higher (Desired)
- Confined Space Entry and Rescue Certificate (Desired)
- CPR Training Certification (Desired)
- First Aid Training Certification (Desired)

### **Qualifications**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Knowledge, Skills and Abilities**

- Thorough knowledge of a wide variety of operations and maintenance procedures utilized for water treatment, distribution, and maintenance.
- Working knowledge of various Microsoft Office products including Word and Excel. Knowledge of software related to operating SCADA.
- Ability to use a variety of hand and power tools such as a pipeline locator in the performance of daily tasks.
- Ability to operate standard office equipment (e.g., phone, computer, copier, fax, and calculator).
- Ability to read and interpret a variety of documents such as safety rules, operating and maintenance instructions, procedure manuals, maps, charts, pipeline plans and profile drawings.
- Ability to write special reports and correspondence.
- Ability to respond to inquiries from a variety of sources, including SGPWA employees, customers, other water agencies, the general public and vendors. Occasionally may respond to inquiries from various regulatory agencies and SGPWA Board of Directors.
- Ability to calculate figures and amounts such as percentages, proportions, areas and volumes to practical situations. Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to use intuition and experience to complement data.
- Ability to perform work in a highly variable environment where safety principles and procedures need to be tailored to deal with unforeseen hazards to minimize high potential for serious injury (i.e., including confined space entry).
- Knowledge of the Public Contract Code.
- Ability to procure equipment and materials.
- Ability to drive an Agency vehicle in difficult off-road situations and the ability to utilize recovery equipment.

- Ability to monitor, collect and disseminate important information related to the Agency, State Water Project, State and Federal government, and others as it applies to the San Gorgonio Pass Water Agency.
- Ability to provide information to the General Manager in a timely and complete manner, providing his/her best professional recommendations, yet implement Board decisions once made.
- Ability to communicate technical information in lay terms.
- Ability to manage projects and monitor and oversee the work of consultants.
- Ability to work in a cooperative and productive manner with the retail agencies who purchase water from the San Gorgonio Pass Water Agency.
- Ability to develop and maintain good working relationships with other water agencies, local governments, and similar organizations.
- Ability to adapt to the ever-changing situation with regard to water (droughts, politics and other factors).

### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to see, talk, hear, stoop, bend, use hands to finger, handle or feel, move between offices and work sites, drive various Agency vehicles including a standard passenger vehicle and truck, work outside and up to 30 feet underground. The employee is frequently required to stand for long periods and lift and/or move up to 100 pounds. The employee is occasionally required to work in cramped spaces or balance on high places. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. The employee may be required to work non-standard hours such as nights.

### **Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee's work environment ranges from a typical office setting to working outside. The employee is continually exposed to outside weather conditions. The employee is frequently exposed to dust and dirt. The employee is occasionally exposed to fumes, odors, vibrations, poor lighting and hazardous or toxic chemicals. The noise level can range from moderate to loud. The employee is often times expected to work alone with minimal supervision from the Agency General Manager.

### **Management Style and Personal Traits**

The ideal candidate will be a team player who works well in a dynamic and fast paced environment. A creative, strategic perspective is important along with the ability to execute hands-on tactics. They should develop a mutual trust relationship with area stakeholders and other government entities (e.g. DWR). It is important for this person to be intelligent and a quick learner, politically savvy, and professional. In addition, he/she should be patient and even-tempered, thick skinned, ethical, and have a pleasant and friendly demeanor.

### **COMPENSATION AND BENEFITS**

Salary Range: \$90,000 to \$140,000; Depends on Experience and Qualifications.

Benefits include:

- 9/80 schedule with every other Friday off
- Vacation leave; up to 4 weeks of vacation per year
- Holidays: 12 holidays per year
- Sick leave: 96 hours of sick leave per year
- Personal Leave: 2 days of personal leave per year
- Bereavement leave
- Vacation and sick leave cash out options
- Health and dental insurance through CalPERS for employee and dependents
- Life insurance
- Medical reimbursement: up to \$2,000 per year
- Cellular phone reimbursement
- Professional membership and dues reimbursement

Retirement is through CalPERS. For Classic employees the formula is 3% @ 60, with the employee paying 3% of the employee's 8% contribution. For other employees, per PEPR, the formula is 2% @ 62 with the employee paying the full employee contribution.

This position also contributes to Social Security and Medicare.

### **HOW TO APPLY**

Send resumes and cover letters (email preferred) by **August 29, 2022** to:

**San Geronio Pass Water Agency**



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*An Equal Opportunity/ADA Employer*

Additional information about the San Geronio Pass Water Agency can be found at [www.sgpwa.com](http://www.sgpwa.com).