

UTICA WATER AND POWER AUTHORITY

NOTICE OF

PERSONNEL & LEGAL COMMITTEE MEETING

UWPA Office Building ~ 1168 Booster Way, Angels Camp ~ (209) 736-9419

Friday – February 21, 2020 – 10:00 a.m.

(1) In compliance with Title II of the Americans with Disabilities Act, 28 CFR Part 36, if you need special assistance to participate in this meeting, please contact the UWPA office at (209)736-9419 or fax your request to (209)736-0114. Notification in advance of the meeting will enable UWPA to make reasonable accommodations to ensure accessibility to this meeting. (2) Any materials distributed to the Board and that relate to an agenda item are available at the UWPA office 72 hours prior to the scheduled meeting.

AGENDA

Item 1: Call to Order

Item 2: Opportunity for Public Comment:

Limited to 5 minutes per person. Members of the public may address the board on items not agendaized. The public is encouraged to work through staff members to put items on the agenda to be considered by the Board. No action will be taken unless an item is agendaized.

Item 3: New Business: Discussion and possible recommendation

- A. Compensation for GM position
- B. Review and Approve Advertising and Recruitment Process
- C. Review GM's Job Description and Flyer for Website
- D. Advertisement Sources and Budget

Item 4: Adjournment

Next Regular Meeting: Tuesday, February 25, 2020 at Angels Firehouse

Board of Directors

Amanda Folendorf, City of Angels ~ Chairman **Greg Rasmussen**, U.P.U.D. ~ Vice-Chairman
Ralph Chick, U.P.U.D. ~ Secretary Scott Behiel, At-Large Member Joe Oliveira, City of Angels

General Manager

Utica Water and Power Authority

UWPA is a small but dynamic public agency seeking a General Manager (GM). UWPA is a Joint Powers Authority that delivers water to its two member agencies (Union Public Utilities District and City of Angels Camp) in Calaveras County and to its irrigation customers. Based in Angels Camp, UWPA has eight full-time employees and two part-time employees who operate and maintain its water conveyance system and its two small hydroelectric powerhouses. UWPA holds pre-1914 water rights and two FERC licenses that the GM is responsible for administering.

The GM reports to a five-member board of directors and is responsible for overseeing water and hydropower operations, maintenance, administration, budgeting, contracting, public relations, regulatory compliance, and infrastructure repair and replacement. The ideal candidate would be a "hands on" manager with relevant management level experience in one or more of the following areas:

- Utility operations and management
- Federal Energy Regulatory Commission compliance
- Hydroelectric operations
- Grant writing and grant administration
- Capital project management
- Budgetary and financial management

Salary range is \$100,000 to \$125,000 and is dependent upon qualifications and experience. Benefits include an excellent health package, dental/vision/life/chiropractic, CalPERS 457 Plan with a matching contribution, and a generous PTO policy. Please submit cover letter and resume to: Utica Water and Power Authority, P. O. Box 358, Angels Camp, CA 95222 or to admin@uticapower.net by May 4, 2020.

JOB DESCRIPTION

rev April 2019

Position: **General Manager**

Salary Range: \$100,000 - \$140,000/annually
Reports to: Board of Directors
Employee Status: Full-time exempt w/benefits

SUMMARY

Under direction of the Board of Directors:

- General Manager, with assistance from Hydroelectric Project Superintendent, O&M Superintendent, and Administrative Secretary, plans, organizes, directs, and controls the day-to-day activities and operations of UWPA which include raw water delivery, hydroelectric power generation, and administrative functions.
- General Manager is in charge of operations and maintenance, administration, staffing and personnel management, budgeting and finance, and public relations.
- General Manager must have the ability to function as a team player, the ability to successfully manage multiple diverse projects at the same time, and demonstrate effective people and leadership skills for staff and in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ability to develop policy recommendations for Board action.
- Exercises direct supervision over assigned personnel and independent contractors.
- Plans, organizes, coordinates, and directs staff to achieve efficient operations and meet goals.
- Collects, organizes, and analyzes data regarding water conveyance system and generation and revenue.
- Works directly with general counsel on an equal basis.
- Responsible for all personnel activities including the hiring, evaluating, and terminating of all UWPA employees and contractors.
- Assists outside engineers with design of other water and wastewater facilities as it relates to district system.
- Oversees development and execution of UWPA's annual balanced budget and capital improvement plans. Reviews budget requests for approval or disapproval.
- Prepares leases and other agreements and memorandums with other agencies.
- Prepares grant applications and maintains responsibility for proper administration.
- Represents UWPA, participates in local community and government affairs, and interfaces with other districts, entities, technical and professional associations, and commissions on behalf of UWPA.
- Provides advice and consultation on the development of UWPA programs and policies.

- Assists general public with questions regarding the water system, water quality, system design, maintenance, and integrity.
- Maintains continual communication with FERC regarding all license related issues, inspections, and compliance.
- Prepares and maintains a district long-range master plan for future service requirements and facility development.
- Prepares estimates of materials and quantities in development of plans, profiles, maps, and drawings for hydroelectric system.
- Oversees development of Board agendas.
- Keeps informed of laws, rules, ordinances, and legislative processes controlling district functions, programs, and operations.
- Oversees implementation of computer and software applications related to O&M and Administration (finance, personnel, PR).
- Assumes responsibility for district personnel matters, including hiring, discipline, classification, wages, and other employer-employee relations.
- Develops, coordinates, and administers employee benefit programs.
- Develops and maintains district HR policies and procedures
- Performs orientation and exit interviews for new and departing employees, and coordinates employee training and development programs.

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. The ideal candidate will have:

- Civil engineering background, including electrical and mechanical, with design and construction, experience,
- Previous experience in hydroelectric operations
- Previous experience related to water delivery and water issues
- Broad experience in management, accounting, and personnel

EDUCATION/EXPERIENCE

10 years combination education and/or experience in electrical, mechanical and engineering fields, including management experience.

LANGUAGE SKILLS

- Ability to read, comprehend, analyze, and interpret common technical journals, and financial reports.
- Ability to effectively present information to top management and the Board of Directors.
- Communicates both orally and in writing with Board members, employees, other agencies, and the public at large, both one-to-one and in groups.
- Prepare concise and comprehensive reports.

MATHEMATICAL SKILLS and REASONING ABILITY

- Ability to calculate figures and amounts such as water flows, electrical generation, and percentages.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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.

- Travels frequently, usually by truck, in conducting UWPA business.
- Required to sit, use hands to finger, handle, or feel; and talk and hear. The employee may be required to reach with hands and arms. The employee may be required to stand, stoop and walk.
- Specific vision abilities required by this job include colored vision, close vision and distance vision

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.

- Exposed to moving mechanical parts.
- The noise level in the work environment is usually moderate to loud.