



UTILITIES DIVISION MANAGER CITY OF CORVALLIS, OREGON

The City of Corvallis, Oregon has an exciting opportunity for a strategic-minded, solutions-oriented visionary leader to become the next Utilities Division Manager. A collegial work environment in the stunning Pacific Northwest, along with competitive pay and benefits, add up to a tremendous opportunity for the right candidate.



Apply by **May 10, 2024**

UTILITIES DIVISION

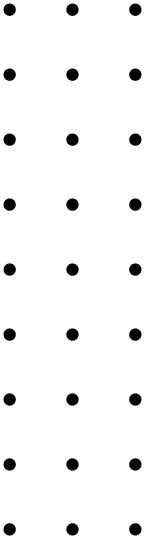
The Utilities Division Manager leads a team of nearly 80 personnel (4 of which are direct reports) to operate and maintain the City's water, wastewater, and stormwater systems. The Utilities Division Manager is responsible for: operations and maintenance of two water treatment plants, one wastewater treatment plant, and distribution and collection systems that include a number of reservoirs, pump stations, and stormwater management facilities; an industrial pre-treatment program; regulatory compliance; developing strategic capital investment and operational planning strategies; budgeting; implementing best management practices, policies and procedures; and communicating complicated technical matters to a variety of audiences in understandable terms.

The next Utilities Division Manager will have a unique opportunity to lead, or significantly influence, some exciting initiatives that will be transformational for the Public Works Department. These initiatives include: transitioning to a new computerized maintenance management system; pursuing improvements identified in recently completed master plans; and building capacity within the Utilities Division through filling and developing recently added positions.

THE CORVALLIS COMMUNITY

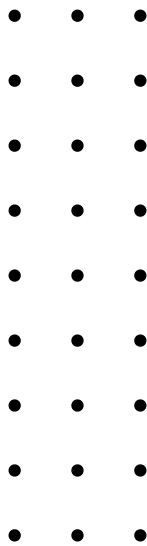


Corvallis is the heart of Oregon's Willamette Valley. Ideally positioned, the City is 90 minutes from Portland and close to the Cascade Mountains and Pacific Coast. With a residential population more than 60,000, Corvallis is the County seat and home to Oregon State University.





LIVING IN CORVALLIS



Corvallis is a community that embraces livability. The downtown and University neighborhoods feature sidewalks and multi-modal paths for walkability and cycling. In addition, the fareless public transit service, Corvallis Transit System (CTS) provides bus service throughout the City, with connections to neighboring communities, including Philomath and Albany.

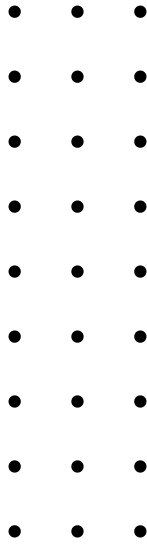
With a beautiful waterfront and vibrant businesses, Corvallis has a thriving retail economy. Most downtown shops and restaurants are locally owned and operated. Additional shopping opportunities can be found throughout town and include major retail outlets mixed alongside trendy stores, unique coffee bars, and restaurants. From affordable to whimsical, Corvallis offers something to suit every style.



Surrounded by fertile countryside, Corvallis is home to many creative chefs, restaurateurs, winemakers, brewmasters, and distillers. This local fare makes its way to farm-to-table eateries in Corvallis and Benton County.



LIVING IN CORVALLIS



The City has more than 40 parks and natural areas, totaling nearly 2,000 acres of playgrounds, sports fields, hiking trails, and green spaces. Given its location in the heart of the Willamette Valley, Corvallis is just a short trip away from a multitude of other recreation opportunities.



Education plays an important role in Corvallis and begins early with an active preschool population. The well-regarded Corvallis-Benton County Public Library emphasizes early literacy and hosts many events focused on lifelong learning for all ages. Corvallis and Benton County have the reputation for having some of the highest performing schools in the state. The School District recently completed construction on a number of new projects funded by a \$200 million bond measure to improve school facilities.



The presence of Oregon State University contributes to the City's vibrancy. It is an integral part of the local community with approximately 37,121 students and roughly 10,000 employees. The University is considered one of the nation's leading research universities and serves as Oregon's leading source of basic applied research in forestry, agriculture, fisheries, engineering, electronics, home economics, and the sciences for the development of human, land, atmospheric, and oceanic resources.



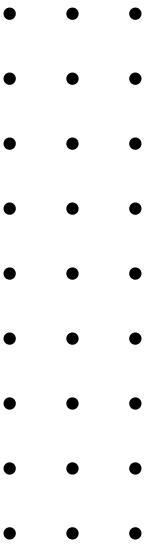


CORVALLIS MAKES THE LIST



The influence of a major research university, thriving sectors of high tech, agribusiness, biosciences, healthcare, craft beverages, and green energy, along with an educated workforce, result in a highly livable community with a solid local economy. Corvallis regularly makes the cut nationwide in community rankings and top 10 lists.

- Corvallis ranked 1st in Oregon for bike commuting according to American Community Survey
- Corvallis ranked 2nd nationally among college towns by BestColleges.com in 2023
- Corvallis ranked in the Top 100 Best Places to Live by Livability.com
- Corvallis ranked 2nd nationally among best college towns to live in after graduation
- Corvallis ranked 3rd among cities in Oregon that are best for career advancement
- Oregon State University ranked 10th nationally among safest college campuses in 2023
- Corvallis ranked 11th on Top 25 Best Places to live by Savoteur Magazine



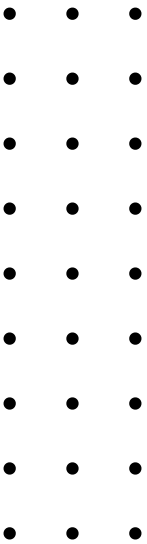
UTILITIES DIVISION MANAGER | POSITION IN DETAIL

- Directs, plans, organizes, coordinates, administers, and leads a multi-disciplinary team to operate a consolidated program for the City's water, wastewater, and storm water systems in compliance with federal, state, and local regulations and requirements.
- Develops, directs implementation, and monitors operational and maintenance work plans, processes, and procedures to achieve City and Public Works goals, objectives, and performance measures.
- Develops, manages, and monitors the budget for the Utilities Division. Establishes and monitors appropriate department financial measures. Interprets and uses financial data to make informed business decisions. Develops multi-year budget strategies. Monitors program funds and develops plans concerning levels of service, new funding sources, or new methods to perform the work to ensure division expenditures are in balance with resources.
- Participates in regulatory decision-making through involvement in State and City policy and technical rule-making committees. Represents City in regulatory permit decisions affecting the City's environmental compliance operating permits. Maintains knowledge base to communicate, administer, and ensure compliance with all State and federal programs and regulations related to the operation and management of the City's utility systems.
- Effectively supervises assigned staff. Responsible for the supervision and management of all division staff. Performs personnel duties such as selection, coaching/mentoring, training, employee/labor relations, evaluating performance, succession planning, discipline, and termination. Creates and maintains an effective work environment by communicating goals and expectations for staff performance, counseling employees as appropriate, and supporting employee engagement efforts.
- Serves as liaison to City advisory commissions and committees. Interfaces with regulatory agencies, consultants, State and federal organizations, the City Council, and the community. Represents Public Works and the division on committees, at public meetings, and one-on-one with staff, community members, regulators, media, and contractors.
- Evaluates effectiveness of division services and programs and implements improvements and modifications to meet present and future system needs. Provides technical briefings and recommendations on division issues and opportunities to the Department Director. Research regulatory developments and formulates strategies to meet operational and maintenance requirements. Forecasts and plans long range division projects and needs and provides the translation to short term and seasonal work plans. Provides quality assurance management. Establishes and monitors reporting systems that measure results.
- Develops letters, memorandums, technical documents, policies, procedures, and reports related to the operation, strategic planning, regulatory compliance, capital investments, staffing requirements and other technical and management issues of the assigned areas, and oversees the documents developed by staff.
- Assists Director with long range planning and/or preparation of reports. Provides recommendations and briefings on division issues and opportunities to the Department Director. Participates in Public Works Department planning and coordination as a member of the management team. Demonstrates understanding and good judgment in the evaluation of complex technical and/or financial information and alternatives related to program and policy development.
- Participates in departmental and organizational emergency management and preparedness programs and response efforts.
- Communicates with the public, local officials, other municipalities, and other City departments on matters related to the City utility systems. Answers questions and provides information; investigates complaints and implements corrective action as necessary to resolve complaints. Facilitates public meetings and public involvement processes. Interface with the community to ensure that service needs are addressed.
- Acts ethically and honestly; applies ethical standards of behavior to daily work activities and interactions. Builds confidence in the City through own actions.



PRIORITIES & OPPORTUNITIES

- Lead, or significantly influence exciting initiatives centered on proactive asset management and community service. For example:
 - Transition the City to a new computerized maintenance management system.
 - Pursue improvements identified in recently completed master plans.
- Work with a collaborative, team-oriented, management team.
- Be empowered to innovate and implement change.
- Lead an experienced team of motivated and open-minded supervisors.
- Enjoy public service in a department that emphasizes integrity and accountability, while being good stewards of the community's natural, fiscal, and human resources.



THE IDEAL CANDIDATE

- An exceptional level of competence, combined with an unquestionable sense of integrity.
- Develop strong and positive relationships based on a foundation of trust with stakeholders at all levels, including those within the City, the community, and with elected officials.
- Collaborative, inclusive, and emotionally intelligent leader that values openness and transparency.
- Good steward of the City's natural, fiscal, and staff resources.
- Leads in a manner that demonstrates confidence and prudent financial stewardship.
- Willingness to challenge the status quo, but only after careful analysis of known facts and circumstances; able to build consensus around change. Willing to look at all department functions and drive change where necessary.
- Implements proactive asset management strategies and solutions.
- Self-motivated with the ability to work in a fast-paced environment.
- Demonstrates a commitment to, and understanding of, sustainability. Successfully use sustainability principles within the department to achieve objectives and in policy formation, evaluation, and implementation to achieve the overall goals and values of the department.
- Demonstrates a commitment to diversity, equity and inclusion and the ability to promote these principles.
- Excellent supervisory skills. Ability to hold employees and supervisors accountable for personal goals and contributions towards organizational objectives and values. Ability to motivate staff, delegate, supervise and review the work of staff in a union environment.
- Possess excellent communication, management, and interpersonal skills.
- The selected candidate should be able to build consensus and provide a positive example; effectively manage division operations with the ability to embrace and effectively implement new ideas; deal constructively with conflict with the ability to analyze and resolve complex and sensitive issues and situations; establish and maintain cooperative working relationships in the performance of duties.

QUALIFICATIONS

- Associates or 2-year degree in related field and nine years of related work experience in water, wastewater, or stormwater operations and maintenance **OR** Bachelor's degree in related field and seven years of related work experience in water, wastewater, or stormwater operations and maintenance.
- Three years of the required work experience must be in an increasingly responsible supervisory capacity.
- Must have the ability to obtain one Oregon Grade Level IV certification in water or wastewater fields within probationary period and obtain a second Oregon Grade Level IV within 3 years of appointment **OR** have registration as a Professional Engineer in Civil or Environmental Engineering and obtain one Oregon Grade Level IV certification in water or wastewater fields within 3 years of appointment.
- Possession of and the ability to maintain a valid Oregon Driver's License is required.
- Complete position description is posted online at www.corvallisoregon.gov/jobs. Must meet all qualifications and requirements as listed in the position description.
- The City of Corvallis is offering a salary range of **\$109,555 - \$146,982** for this role, based on the selected candidate's experience and qualifications.
- Relocation assistance is available.

The City of Corvallis offers an attractive benefits package, including: City-paid contribution to PERS/OPSRP, City-paid life insurance, 93% City-paid medical, dental, and vision insurance, HSA/HRA/FSA, deferred comp, and more. Excellent vacation and sick leave accrual rates with 11 paid holidays per year.

APPLY TODAY

Start an application online at www.prothman.com/open-recruitments/?jobId=3172

Applications must be received by **5 p.m. May 10, 2024.**