



Goleta Water District is seeking:
Capital Project Lead
\$124,312 - \$143,907 Annually

Goleta Water District
4699 Hollister Avenue, Goleta, CA 93110
www.GoletaWater.com

THE COMMUNITY

Located on the beautiful Pacific coast, approximately 100 miles northwest of Los Angeles, the Goleta Water District encompasses an area extending along the south coast of Santa Barbara County west from the Santa Barbara city limits to El Capitan. The area is known for its natural beauty, quality of life, and Mediterranean coastal climate.



ABOUT THE DISTRICT

Governed by a five-member elected Board of Directors, the District is an independent special district with an annual operating budget of \$45 million. The District provides water to a diverse population of approximately 87,000 in the Goleta Valley, including agricultural, residential, commercial, industrial, and institutional customers. The District's water supply portfolio includes the Goleta Groundwater Basin, connections with Lake Cachuma and the State Water Project, and a recycled water system. The water system includes the LEED-certified Corona Del Mar Water Treatment Plant, storage reservoirs, pumping facilities, 14 groundwater production and injection wells, over 270 miles of pipelines and thousands of appurtenances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Engineering Supervisor, in the Engineering and Infrastructure Department, the Capital Project Lead will work to implement a complex capital program for treatment and distribution systems of potable and recycled water. This position is responsible for leading, overseeing and participating in studies and the design and construction of capital improvement projects for the District. This includes overseeing Engineering staff and consultants, contractors, and vendors.

The ideal candidate will:

- Effectively administer design and construction contracts, including reviewing scopes of work, schedules, and budgets in proposals and managing project delivery and execution.
- Succinctly analyze and develop recommendations for planning actions and policies; prepare and presents reports and supporting data.
- Simplify complex topics for non-technical audiences and prepare quick pointed summaries for executives and stakeholders.
- Think creatively and seek alternative solutions to produce results and add value wherever possible that will benefit the District, while clearly articulating options to management and policy makers.
- Exercise initiative, take personal responsibility, and follow through on assigned work.

KEY RESPONSIBILITIES

- Ensure that projects meet budget, schedule, and quality objectives.
- Perform calculations; participate in and oversee the development of designs, plans, specifications, cost estimates, and correspondence.
- Review complex technical reports, design packages, and other program deliverables.
- Coordinate work with other department and outside agencies.
- Read, interpret, and review maps, designs, specifications, plans, and drawings.
- Provide work direction to professional and technical engineering and clerical staff, consultants, and contractors; review work for completeness and accuracy.
- Respond to requests for information; provide assistance to contractors, outside engineers, and the public.
- Review requests for new and modified water service connections.
- Interpret, explain, and apply policies, procedures, and standards to customers, consultants, and contractors related to planning, designing, and constructing water projects; conduct site visits to verify information.
- Gather and compile a variety of data; compose memoranda; prepare and submit technical documents and reports for internal usage and for use by regulatory agencies.
- Collaborate in both short- and long-range planning related to water quality, drought management, stormwater capture, and recycled water activities.
- Assist in developing and monitoring engineering program and capital infrastructure budgets and planning documents; coordinate and participate in technical programs, activities, and events to meet goals and objectives.

QUALIFICATIONS

Bachelor's degree in engineering, preferably in a civil discipline, or related field.

Five years of capital project management, civil engineering, or construction management experience, preferably related to water works facilities or treatment.

Valid California Driver's License, and possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations for at least two (2) years' duration.



COMPENSATION AND BENEFITS

The starting salary range for this position is \$124,312 - \$143,907 annually

Goleta Water District offers a competitive benefits package that includes, but is not limited to:

- **Retirement:** The District participates in CalPERS (California Public Employees Retirement System). Employees new to CalPERS or with a break in CalPERS employment (or employment covered by a retirement system with CalPERS reciprocity) of more than six months are eligible for the 2% @62 benefit program and contribute 6.75% of their covered salary. "Classic" CalPERS members are eligible for the 2.0% @55 benefit program and contribute 7% of their covered salary.
- **Health Insurance:** The District provides group insurance benefits for medical, dental, and vision. The 2021 Bi-Weekly employee share of the HMO/PPO premiums is listed below.
 - Employee only \$52.56/no cost
 - Employee +1 \$382.91/\$361.41
 - Employee +2 or more \$503.84/\$484.01

The amounts are adjusted annually
- **Dental Insurance:** The District contributes 100% of employee and a portion of dependent premiums.
- **Vision Insurance:** The District contributes 100% of employee and dependents.
- **Life Insurance:** The District provides life insurance and accidental death and dismemberment coverage. The benefit is 1 ½ times annual base salary.
- **Vacation Leave:** Employees classified as FLSA Non-Exempt are entitled to accrue 112 hours (14 – 8 hours days) of paid vacation annually during the first year of service, with increases at 3, 5, and 10 years of service.
- **Annual Personal Development Allowance:** The District will pay for required courses (up to \$1,000 per fiscal year) as well as approved job-related courses.
- **Annual Cost of Living Adjustment:** Current employees receive an annual cost of living adjustment (COLA).
- **Other Leave:** 96 hours of sick leave accrued per year. Plus 10 paid holidays, two of which are floating.

HOW TO APPLY

Please submit current resume, employment application and supplemental questions to: hr@goletawater.com.

It is important that your application reflect all relevant education and experience. **This position is open until filled.**

An application package is available at <https://www.goletawater.com/about-the-district/employment>





4699 HOLLISTER AVENUE

GOLETA, CALIFORNIA 93110-1999

PHONE 805-964-6761

April 2022

RE: Capital Project Lead Recruitment (**Salary Range \$124,312 - \$143,907/annually, plus benefits**)

Dear Applicant:

Thank you for your interest in employment at the Goleta Water District, an equal opportunity employer. We currently has a need for a full time Capital Project Lead. Under the direction of the Engineering Supervisor, in the Engineering and Infrastructure Department, the Capital Project Lead will work to implement a complex capital program for treatment and distribution systems of potable and recycled water. This position is responsible for leading, overseeing and participating in studies and the design and construction of capital improvement projects for the District. This includes overseeing Engineering staff and consultants, contractors, and vendors.

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- Valid California Driver's License, and possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations for at least two (2) years' duration

The District has a COVID-19 vaccine policy that applicants must adhere to.

To apply for the Capital Project Lead, please submit current resume, employment application and supplemental questions to: hr@goletawater.com. It is important that your application reflect all relevant education and experience. **This position is open until filled.**

Sincerely,

Human Resources

Enclosures: Job Description & Application for Employment and Supplemental Questions

Please return to:
 Human Resource Office
 4699 Hollister Avenue
 Goleta, CA 93110-1999
 (805) 964-6761



Position Applied For:

APPLICATION FOR EMPLOYMENT
 An Equal Opportunity Employer

INSTRUCTIONS

Please read the job bulletin to determine if you meet the requirements for the position you applied for. Type or print ink. Answer all questions completely and accurately. Include any additional information pertaining to your qualifications for the position. False statements are cause for rejection of the application, removal of name from eligibility list or dismissal from position. All information is subject to verification, including conviction records and former employers.

CONDITIONS OF EMPLOYMENT

- If hired, applicant:
- must submit proof of U.S. Citizenship or legal right to remain and work in U.S.
 - must submit proof of age
 - must pass a physical examination which includes drug/alcohol testing
 - is subject to a background check

NAME:

Last

First

Middle Initial

ADDRESS:

Number

Street

City

State

Zip Code

Email Address

PHONE: () _____ () _____
 Daytime Evening

Are you willing to work:

Part-time
 Nights

Yes No
 Yes No

Temporary (hourly)
 Weekends & holidays

Yes No
 Yes No

EDUCATION AND TRAINING (Add additional sheets as necessary)

Circle highest grade completed: _____ Name & location of last grade or high school attended: _____ Did you graduate? _____

6 7 8 9 10 11 12 13 14 15 16 MA Ph.D.

| Name & location of Trade or Vocational Schools/Colleges/Universities/Apprentice or Training Programs attended: | Number of Units Completed | Qtr. √ | Sem. √ | Major/Subjects | Degrees/Certificates |
|--|---------------------------|-----------|-----------|----------------|----------------------|
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SPECIAL SKILLS

List other formal training programs, which may be related to the type of employment you are seeking:

Licenses and Certificates (State, Professional, Trade, etc.)

CERTIFICATE OF APPLICANT: I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I understand that any false statements or omissions of material facts will subject me to disqualification or dismissal.

SIGNATURE: _____ **DATE:** _____

NOTE: A RESUME WILL NOT SUBSTITUTE FOR THIS SECTION.

NAME:

EXPERIENCE

List all periods of employment and unemployment for the last 10 years, starting with the most recent and working back. Start with present employment, including employment with the District. Indicate any discharge or forced resignation. Please include volunteer, military or other special experience, which applies to the position you are seeking. (Add additional sheets as necessary.)

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| <p>Dates of Employment:</p> <p>From: ____/____/____ MO/DAY/YR</p> <p>To: ____/____/____ MO/DAY/YR</p> <p>Hours Per Week: _____</p> <p>Supervisor Name & Title: _____</p> <p>Phone: _____</p> <p>May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/></p> | <p>Employer Name: _____ Your Title: _____</p> <p>Your Duties: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for Leaving: _____</p> |
|--|---|

| | |
|--|---|
| <p>Dates of Employment:</p> <p>From: ____/____/____ MO/DAY/YR</p> <p>To: ____/____/____ MO/DAY/YR</p> <p>Hours Per Week: _____</p> <p>Supervisor Name & Title: _____</p> <p>Phone: _____</p> <p>May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/></p> | <p>Employer Name: _____ Your Title: _____</p> <p>Your Duties: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for Leaving: _____</p> |
|--|---|

| | |
|--|---|
| <p>Dates of Employment:</p> <p>From: ____/____/____ MO/DAY/YR</p> <p>To: ____/____/____ MO/DAY/YR</p> <p>Hours Per Week: _____</p> <p>Supervisor Name & Title: _____</p> <p>Phone: _____</p> <p>May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/></p> | <p>Employer Name: _____ Your Title: _____</p> <p>Your Duties: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for Leaving: _____</p> |
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GOLETA WATER DISTRICT
SUPPLEMENTAL QUESTIONNAIRE

Capital Project Lead

Print Name: _____ Date: _____

This supplemental questionnaire will assist in evaluating you as a candidate and will provide information regarding various aspects of your background and experience that are related to this position. Please complete the following questions.

For the following questions, please limit your answer to any question to no more than one typewritten page. Please note that a lack of experience in one or more of the areas mentioned in question 4 below is not disqualifying.

1. Please describe what you envision your role to be at the Goleta Water District and what you intend to contribute to the organization.
2. What is your experience with capital improvement projects? Select a specific project you managed and describe your specific role in detail. Include the size and cost of the project, the scope of your work, and discuss any problems you encountered during the project and how you resolved those issues.
3. Please describe your experience with managing engineering projects. Specifically, discuss how you do the following: establish/set deadlines; monitor progress of work assignments; compel consultants and contractors to meet deadlines; ensure you complete multiple assignments on or before their respective deadlines; steps you take to avoid missing a critical deadline.
4. Please describe your experience or familiarity with the following areas:
 - A. Reviewing construction drawings for water system facilities, roads, grading, storm drains, sewers, etc.
 - B. Procuring and managing professional service and construction contracts for public agencies
 - C. Topographic surveying
 - D. Cost estimation
 - E. Cost-benefit analysis
 - F. Construction inspection

Submit your responses with your completed application by email to hr@goletawater.com