

San Francisco Public Utilities Commission (SFPUC)

Director, Infrastructure Wastewater Capital Programs (0943)



San Francisco
Water Power Sewer
Services of the San Francisco Public Utilities Commission



Who Are We?

San Francisco Public Utilities Commission (SFPUC)

Headquartered in San Francisco, we have 2,300 employees operating across eight counties serving more than 2.7 million customers in the San Francisco Bay Area – 24 hours per day, 365 days per year..

Our Mission:

To provide our customers with high quality, efficient, and reliable water, power, and wastewater services in a manner that values environmental and community interests and sustains the resources entrusted to our care.

Our Vision:

We are an innovative utility leader, recognized for excellent results in service, safety, stewardship, and inclusiveness.

We are an award-winning and industry-leading utilities organization committed to our customers, community interests, and the environment. To learn more about our organization, please visit our website at www.sfpuc.org.

We are proud of our infrastructure and programs, but most importantly, we value our highly qualified and dedicated workforce who ensures that this vision becomes a reality.

To learn more about working at the SFPUC, visit our career site at www.sfpuc.org.

▶ The Division

The Infrastructure Division is responsible for overseeing the administration, planning, design, and construction of our water, wastewater, and power capital programs and projects, including the Water System Improvement Program (WSIP), the Sewer System Improvement Program (SSIP), the Hetch Hetchy Improvement Program (HCIP), and the annual Water and Wastewater Renewal and Replacement (R&R) Programs.

▶ The Position

Reporting to the Assistant General Manager of Infrastructure, the Director, Infrastructure Wastewater Capital Programs will assume full responsibility for all aspects of execution of the programs and projects in Wastewater Enterprise's capital plan, which includes the following over the next 10-years: approximately \$3 billion for the Sewer System Improvement Program (SSIP); approximately \$200 million for the Facilities and Infrastructure (F&I) Program; and approximately \$2 billion for the wastewater Renewal and Replacement (R&R) Program. This position will establish and implement program strategies, and priorities, aimed at the successful delivery of the SSIP, F&I and R&R programs.

Essential duties and responsibilities include but are not limited to:

1. Oversees program and projects implementation and programmatic functions such as developing clear project objectives for all projects such that objectives meet program level of service goals, expediting environmental review and permitting, reviewing and modifying land acquisition strategies as necessary, developing operations plans for new/improved facilities within existing operations for the collection system and treatment plants, and providing for, public outreach and engagement pre-construction and during construction.
2. Monitors, evaluates, and supervises staff for the planning and implementation of programs and projects.
3. Monitors and assesses overall program performance (budget, schedule and quality), on an ongoing basis, and initiate corrective actions as necessary; track progress on the SSIP and R&R projects to ensure projects' objectives meet Level of Service goals, and are on-time and within budget.
4. Identifies program and project risks and develop and implement mitigation actions to address these risks.
5. Facilities problem solving and accelerate executive decisions to minimize program delays.
6. Reports on program implementation and progress at various public meetings (oversight committees, regulatory, citizen's advisory committee, and public agencies, stakeholder/political organizations, etc.).
7. Provides oversight and management of the Program Management contract and consultant resources.



8. Coordinates with other city departments and entities to ensure program success including the: Public Works, City Planning, the Port, Recreation and Parks, Real Estate, SFMTA, and Treasure Island Development Authority and coordinates with regulatory groups including: Regional Water Quality Control Board (RWQCB), State Water Resources Control Board (SWRCB), other regulatory and special interest groups;
9. Identifies needs and work with Infrastructure Bureau Managers to secure resources (staff, consultants and contractors) necessary to implement the SSIP, wastewater capital projects, and R&R Programs.
10. Oversees preparation of program budgets and requests for supplemental appropriations to the Commission and Board of Supervisors.
11. Works with the Bureau Manager of the Project Management Bureau to update numerous SSIP project management processes and procedures to ensure consistency, quality and accountability for alternative project delivery methods such as CM/GC, progressive design-build.
12. Works with the Manager of Project Controls group to update procedures for the SSIP, wastewater capital and R&R programs (e.g., management of project contingency, project change management).
13. Develops preliminary work scopes, budgets, schedules and spending plans for the SSIP and other wastewater capital projects. Guide the approach for prioritizing and implementing wastewater collection system improvement projects using the Urban Watershed Assessment, Flood Resiliency and Collection System Capital Improvement Strategy reports, and working with Business Services for funding approach.
14. Implements a Quality Management Program consisting of quality assurance measures and various types of project reviews to ensure the completeness of SSIP contract documents, and consistency with other capital programs and projects; and
15. Performs other related duties as assigned.

The Ideal Candidate

The ideal candidate will have a demonstrated track record and ability to exercise the following leadership competencies which are critical for success in the role of Director, Infrastructure Wastewater Capital Program at SFPUC Infrastructure Division.

- **Accountability** - Acts with integrity, honesty, and fairness; inspires trust. Clearly defines roles and responsibilities for self and others. Holds self and others to their roles and responsibilities. Complies with legal and ethical guidelines. Acts as a responsible steward of the resources entrusted to the SFPUC
- **Change Management** - Ensures that planned changes are thoroughly, smoothly, and effectively communicated and implemented such that the lasting benefits of change are achieved. Leverages a structured approach and people-oriented strategies to drive the adoption and usage of new solutions to fully realize organizational benefits and project objectives.
- **Decision Making and Problem Solving** - Takes ownership of problems and makes timely, responsible, transparent, and clear decisions. Involves others in addressing problems and seeking solutions. Gathers relevant information and conducts appropriate analyses. Understands the impact of decisions.

- **Relationship Management** - Builds open, honest, and respectful relationships through effective communication and collaboration techniques. Develops networks and lasting partnerships across boundaries to maintain strategic relationships and achieve common goals. Utilizes a variety of communication approaches to successfully gain support, influence others, and strengthen relationship.
- **Risk Management** - Understands personal responsibility for managing risks and takes precaution in avoiding preventable risks. Identifies, assesses, and mitigates risks seen as impacting the organization's achievement of strategic goals and objectives. Ensures self and others are following procedures that prevent avoidable operational, financial, legal, or health and safety risks.
- **Safety Excellence** - Actively promotes a safety culture of the highest standard by allocating resources, ensuring compliance, and creating policies aligned with industrial best practices.
- **Strategic Planning** - Formulates objectives and priorities, implements plans, and allocates resources to achieve the long-term goals of the organization.
- **Valuing diversity** - Recognizes the role of diversity in assembling capable teams and building a successful workforce. Fosters an inclusive and cooperative work environment where diversity and individual differences are values and capitalized upon to achieve the vision and mission of the organization.

▶ Minimum Qualifications

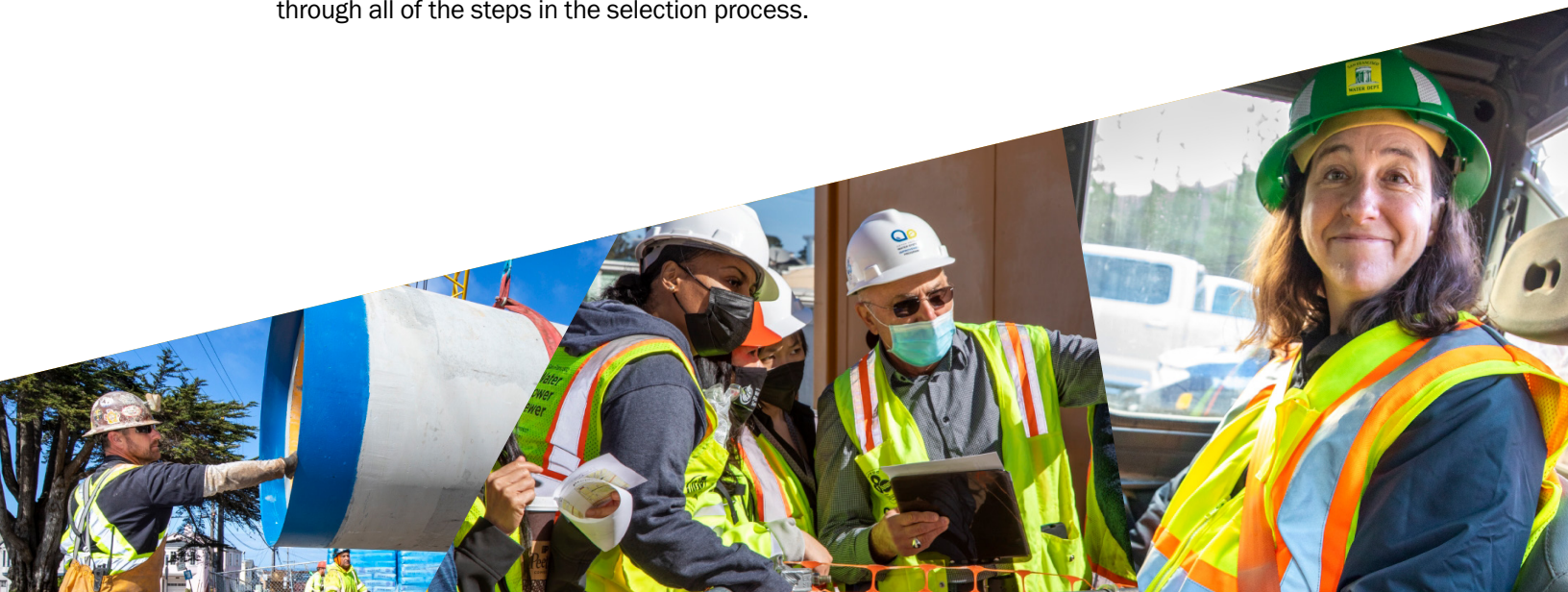
Education: Possession of a Bachelor of Science Degree in Civil or Mechanical Engineering from an accredited college or university; **AND**

Experience: Six (6) years of managerial experience involving management of major capital programs and/or projects for water, wastewater, power and other infrastructure facilities, in a large agency, of which all must include supervisory experience; **AND**

Licenses: Possession of a current California State license registered Civil or Mechanical Professional Engineer; **AND** Possession of a valid California Class C driver's license.

Note: One year of full-time employment is equivalent to 2000 hours. (2000 hours of qualifying work experience is based on a 40-hour work week.)

Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted. Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.



Desirable Qualifications

The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

- Progressive management experience working on major capital programs (between \$50-\$150 M)
- 2 years or more of experience in defining a program, and defining and developing projects within the program, and within program budget constraints
- 3 years or more of experience supervising project management and engineering staff

Compensation and Benefits

The normal annual salary range is \$213,200 to \$272,038. Appointment above the maximum of the normal range may be considered based on documented and substantiated recruitment and retention issues or exceptional skills. A special approval process is necessary for appointment above the normal salary range.

In addition, the City and County of San Francisco (City) offers comprehensive benefit programs which include:

- Medical, Vision, Dental, and Life insurance
- Long-term disability plan; Flexible Spending Accounts
- Pension Plan; Retiree Healthcare; Deferred Compensation Program
- Paid Management Training Program; Wellness Program
- Paid Vacation, Holidays, Sick Leave; Management Leave

Learn more about the City's [Management Benefits](#).

To Apply

If you are interested in this job opportunity, please apply online at:

<https://careers.sf.gov/?go=FFp9Q6Se>

Filing Deadline:

May close at any time, but no earlier than November 10, 2022. Following the closing date, applications will be screened according to the qualifications outlined above.

If you have any questions regarding this recruitment or application process, please do not hesitate to contact Vivian Yeung at VYeung@sfgwater.org or (628) 215-1236.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

November 2022