The TEMPLETON COMMUNITY SERVICES DISTRICT

Is Inviting Candidates for the Position of

DISTRICT ENGINEER

Deadline to Apply:
October 2, 2023
(Must be received by 5 pm)
THE COMMUNITY

Templeton is nearly at the halfway mark between Los Angeles and San Francisco in the heart of California’s beautiful Central Coast. It is a small, quiet community with a strong spirit and a vision to preserve its colorful past. It is one of several unincorporated areas in San Luis Obispo County that has land available for development. Our small community has a current population of approximately 8,000 with an estimated build-out population of 15,000.

Templeton is recognized for its scenic open space, temperate climate, friendly lifestyle, a local farmer’s market, and award-winning wineries, breweries and distilleries. Our old-town neighborhoods blend well with newer homes to create an excellent residential atmosphere, served by a school district with all sites accredited as “California Distinguished Schools”, three area parks, and numerous churches. Templeton’s small-town atmosphere belies its big town amenities including Twin Cities Community Hospital – the community’s largest employer and only in-patient facility in northern San Luis Obispo County, Trader Joe’s, destination restaurants and specialty shops, and a variety of service clubs and activities.

Templeton is within a half hour drive of the Pacific Ocean, with many popular beaches, and lakes, such as, Nacimiento, San Antonio and Santa Margarita - providing ample opportunity for outdoor enthusiasts to indulge in a myriad of water sports, camping or fishing, while avid bicyclists can be seen cycling through the rural countryside. All of these attributes coupled with the town’s truly community supported events including, year-round Saturday Farmers Market, Concerts in the Park, Fourth of July Celebration, and many more, make Templeton a truly exceptional place to live, work, and recreate.

THE DISTRICT

Established in 1976, the District provides water, wastewater, fire and emergency services, parks and recreation, refuse collection and disposal services, street lighting, and drainage for about a 3.5 square mile area. The District is governed by a five-member Board of Directors that is elected at large to staggered four-year terms. The District is supported by a dedicated full-time staff of 23, and an annual budget of about $8 million.

THE DEPARTMENT

The Engineering Department provides short and long term planning and engineering services for water and wastewater facilities so that the District will continue to meet the needs of Customers in a safe and sustainable manner. Funding is provided from various departments based on the need and benefit of the services provided. Engineering staff responsibilities include management, engineering, planning, design, construction and inspection of District facilities and water and wastewater systems; research, analysis and presentation of technical reports relating to current and long range District facilities projects; updating the water buffer model; management of fats, oils and grease program; management of industrial wastewater permitting program; water permit and license reporting; and, coordination of activities with community organizations, San Luis Obispo County departments, regulatory agencies including the Regional Water Quality Control Board (RWQCB), and State Water Resources Control Board (SWRCB). Day to day tasks include development review for new projects or tenant improvements requiring additional water and/or wastewater services, review and coordination of Water and Wastewater Will Serve letters and service connections, maintaining the water wait list, water conservation, recycling, and storm water pollution prevention outreach programs and activities.

Upcoming challenges and projects within the Engineering Department include compliance with the general order permit requirements for Meadowbrook Waste Water Treatment Plant, the Nacimiento Recharge and Recovery Project which will increase the available water supply to the District, as well as Water and Wastewater Master Plan update.

THE POSITION

Under general supervision of the General Manager, the District Engineer plans, manages, and oversees the activities and operations that include managing engineering, cross connection control, planning, design, construction and inspection of District facilities and water and wastewater systems; coordinates assigned activities with outside agencies; performs advanced level professional engineering work; and provides highly responsible and complex administrative support to the General Manager.

THE IDEAL CANDIDATE

Ideal candidates will be attracted to Templeton’s small-town environment and bring a desire to provide strong leadership to the position of District Engineer. The diverse nature of the position provides great opportunities for those who enjoy multi-tasking and being hands-on. The ability to communicate timely and effectively and work collaboratively, both with members of the Utilities Department, as well as staff members from other departments within the District is critical. An open-minded, diplomatic approach to problem solving and implementing changes will be expected.

ESSENTIAL JOB DUTIES

The following duties are considered essential for the District Engineer’s position:

- Plans, organizes and manages planning, engineering and construction of District facilities and construction inspection activities; ensures activities are in compliance with applicable codes, plans and District standards.
- Researches, analyzes, writes, and presents a variety of technical reports relating to current and long range District facilities projects; interprets technical reports for non-engineering personnel, Board members and others; Provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence.
- Prepares or directs preparation of requests for proposals, bid documents, construction plans and specifications, and contracts; conducts pre-bid conferences to discuss District requirements; reviews bids/proposals and recommends bid awards; monitors and coordinates construction contracts.
- Prepares or directs District engineering projects; coordinates consultant services for District facilities, water and wastewater system projects. Reviews, approves and signs plans for development projects.
- Represents the District to other elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Performs related duties as required.
PERSONAL CHARACTERISTICS

- Optimistic and positive
- Possess high level of ethics and integrity
- Hands-on, willing to work
- Creative; visionary but pragmatic
- Independent thinker
- Believes in the importance of participatory management
- Ability to manage a variety of diverse and complex projects
- Excellent communication skills—both written and oral

EDUCATION AND EXPERIENCE

- A Bachelor’s Degree in Civil Engineering or related field.
- Certificate of registration as a Professional Civil Engineer in the State of California.
- Five (5) years of project management in water and wastewater projects and/or project management (or an equivalent combination of education and experience).
- Must have a current California driver’s license.

SALARY AND BENEFITS

Compensation: $127,425 - $154,667 annually. Placement within the range is dependent upon experience.

Retirement: The District participates in the Public Employees’ Retirement System (PERS). 2.5% @ age 55 (3 yr. avg. formula) for legacy employees (Pre 2013) working for CalPERS agency or one w/reciprocity with CalPERS. New members - 2% @ age 62.

Medical: The District’s contribution in the cafeteria plan for each employee is: If only the employee is enrolled in CalPERS health insurance, the District shall contribute $722.31 and if the employee and one or more dependent(s) are enrolled, the District shall contribute $1,333.18 monthly.

Health Reimbursement Account: Employees are reimbursed up to $2,000 each year for dental, vision, and health coverage expenses not covered by insurance.

Employee Assistance Program (EAP): Employees are enrolled in to the EAP at no cost.

Sick Leave: 12 days per year, and sick leave conversion to service credit with PERS upon retirement.

Vacation/Holidays: Employees accrue vacation at the rate of 10 days per year during the first 5 years, 15 days after 5 years, and 20 days after 15 years. 12.5 paid holidays per year.

Social Security/Medicare: The District participates in Social Security and Medicare.

Administrative Leave: Management employees receive 40 hours per fiscal year.

Additional Benefits: A Section 457 Deferred Compensation Plan is available with $100/month District contribution.

APPLICATION & SELECTION PROCESS

The filing deadline is October 2, 2023 by 5 p.m. Please submit an online application by visiting www.templetoncsd.org

Resumes will be screened based on the criteria outlined in this brochure. A supplemental questionnaire may be used to further evaluate the candidates after the closing date. Candidates with the most relevant qualifications will be invited to participate in an assessment center in Templeton, including an oral panel. Additional assessments may include a writing exercise and presentation. Candidates will be notified via email of their invitation to participate in the selection process. An offer of employment is expected following comprehensive reference and background checks. Employment is conditional on the passage of a physical exam, drug screen and criminal background check.