

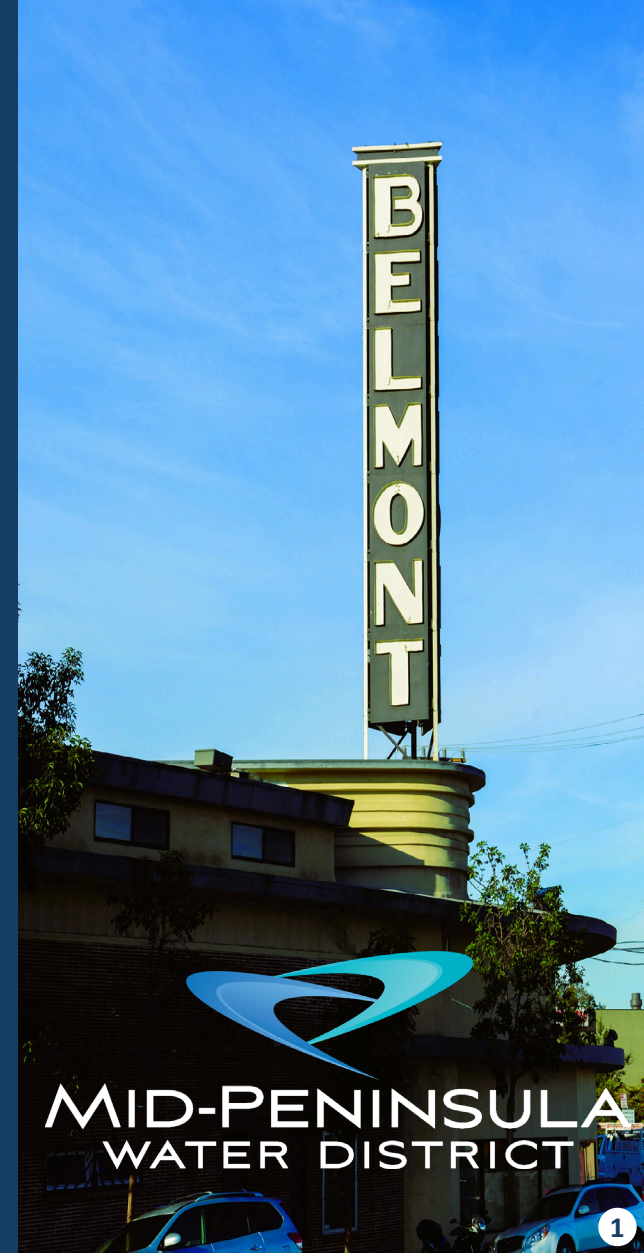
# OPERATIONS MANAGER

## MID-PENINSULA WATER DISTRICT, BELMONT CA

**Annual Salary: \$158,829-\$207,450 DOE/DOQ**

**The Mid-Peninsula Water District**, located in Belmont, California, is an independent special district that has been providing drinking water to the community for over 95 years. The District purchases its entire water supply as treated water from the San Francisco Regional Water System and distributes water to consumers through ~8,100 connections in the City of Belmont and portions of the City of San Carlos and unincorporated San Mateo County. We are governed by a board of five elected directors, and work closely and cooperatively with other agencies in our community.

**The Operations Manager** plays a vital role as part of the District's three-manager leadership team. As a small team of just 21 employees, every manager must be both a strong leader and a very capable doer. The Operations Manager supports the District's operations team lead by a seasoned Superintendent, manages the District's Capital Improvement Program, and takes the lead on key projects and initiatives as needed to support the District's mission.



**MID-PENINSULA  
WATER DISTRICT**

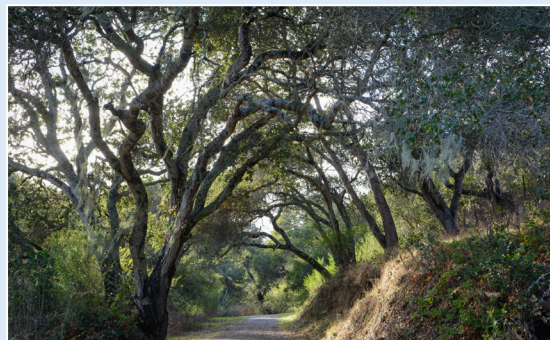
# THE COMMUNITY

Belmont is a charming and upscale community in the heart of the San Francisco Bay peninsula, offering a perfect blend of small-town ambiance and urban convenience. Surrounded by wooded hills and scenic views of the Bay, Belmont is known for its peaceful residential neighborhoods, welcoming atmosphere, and commitment to preserving its natural beauty. Located midway between San Francisco and San Jose, the city provides easy access to major economic and cultural hubs, and MPWD's offices are situated just minutes from a Caltrain station, shopping, and restaurants. The city is home to beautiful parks and open spaces, including Twin Pines Park and Waterdog Lake, which offer ample opportunities for outdoor recreation.

# THE CULTURE

At the MPWD, we strive to be a workplace worthy of our employees and community. We foster a collaborative, supportive, and forward-thinking workplace where employees feel valued and empowered to grow. We invest in our team's professional development through training, mentorship, and opportunities for advancement. In 2023, we took a bold step in enhancing work-life balance by implementing a progressive, employee-first policy: a 4-day, 36-hour workweek with no reduction in annual pay.

CITY OF  
**BELMONT**  
CALIFORNIA





# THE JOB

Reporting to the General Manager, the **Operations Manager** plays a critical role in ensuring the smooth and efficient delivery of water services to the community and focuses on getting the job done, no matter the task. This leadership position supports an Operations Superintendent and team, ensuring they have the necessary infrastructure, equipment, and resources to perform their work at peak efficacy. Acting as a sounding board for the Superintendent and a liaison to the Board of Directors, the Operations Manager helps align operational priorities with Board policies, regulatory requirements, and long-term strategic initiatives. The Operations Manager manages key consultant, contractor, and vendor contracts and relationships, and works closely with our District engineer and Counsel, who are both outside consultants with long tenures with the District.

Beyond the day-to-day responsibilities, the Operations Manager also collaborates with leadership on long-term planning, budgeting, policy development, and special projects to enhance operational efficiency and service delivery. This position requires a balance of hands-on problem-solving, team leadership, and big-picture thinking. A key aspect of this role is building and maintaining interagency relationships with partner agencies and involvement in industry organizations such as ACWA, APWA, and AWWA, to align our District with industry best practices and regulatory standards. It is an opportunity to make a meaningful impact on the community by ensuring a safe and sustainable water supply while leading a dedicated team toward operational excellence.



[LEARN MORE ABOUT THE JOB HERE](#)



# THE OPERATIONS TEAM

The operations team at Mid-Peninsula Water District (MPWD) consists of 14 dedicated and community-oriented staff, ranging from 1 to 30+ years with the District. Our established team manages the maintenance, repair, and operation of the water distribution system, including pipelines, pump stations, and meters. We also proactively invest in our system through a comprehensive

Capital Improvement Program (CIP), which was most recently updated in 2024. We prioritize infrastructure management, regulatory compliance, and emergency response to keep water flowing smoothly 24/7. Through strategic planning, proactive system improvements, and customer service excellence, we work to provide a dependable water supply for residents and businesses while upholding MPWD's commitment to innovation and environment stewardship.



## UPCOMING PROJECTS AND OPPORTUNITIES

MPWD is engaged in significant capital improvement projects and is currently completing the issuance of a Certificate of Participation (bond) to fund the next round of our CIP (expected in April 2025). Key upcoming CIP projects include:

### **Upgrade and Modernization of Dairy Lane Operations Center**

Construction of a new 2-story office building and modernization of shop warehouse building and corporation yard.

### **Pipeline Replacement Beneath Highway 101**

Replacement of 1960s-era AC water main beneath Highway 101 and system upgrade/expansion to create redundancy to the Palo Alto Medical Foundation facility.

### **Tank Recoating Projects**

Recoating and maintenance of several steel tanks, including neighborhood outreach.

### **Folger Drive Emergency Operations Center**

Modernization of a District site to an Emergency Operations Center and satellite corporation yard.

### **Replacement of Dekoven Tanks**

Replacement of two seismically substandard steel water storage tanks, and addition of MPWD's first chloramine booster station to enhance control of water quality and system operational flexibility.

### **Water Main Replacement and Condition Assessment**

Various water main replacement projects throughout the service area, and condition assessment of a key 20" transmission main.



# THE IDEAL CANDIDATE

The **ideal candidate** for this role is a leader with experience in municipal water system engineering, planning, or operations, and someone who doesn't just manage but truly leads – guiding teams, optimizing systems, making strategic decisions that keep things flowing smoothly, and driving projects to completion. You thrive in a dynamic environment, balancing regulatory compliance and fiscal stewardship with innovative solutions that enhance efficiency and service reliability.

A natural problem-solver, you anticipate challenges before they arise and tackle them head-on, whether it's a complex infrastructure projects, an unexpected emergency, or the daily demands of a busy municipal water district. Your technical expertise is matched by your ability to connect with people – mentoring staff, collaborating across teams and between agencies, and engaging with the community to ensure transparency and trust.

You understand that water is essential, and so is the work you do. You're driven by a sense of purpose, committed to sustainability, and always looking for ways to improve processes while maintaining fiscal responsibility. If you're ready to take on a leadership role that makes a tangible impact, we want to hear from you.

*The ideal candidate will have the following core competencies...*

## **Leadership & Team Development**

The Operations Manager plays a key role in mentoring, and working with the Superintendent to develop staff, ensuring a high-performing team that operates efficiently and safely.

## **CIP & Financial Planning**

Working with our District Engineering team to manage the Capital Improvement Program and financial planning are essential to maintaining and upgrading our system infrastructure.

## **Relationship Building**

MPWD is an independent special district that collaborates with other agencies including the Cities of Belmont and San Carlos and their planning and community development and public works departments, and fire departments, to ensure seamless service.

## **Regulatory Compliance & Safety**

The Operations Manager ensures all operations comply with local, state, and federal regulations, maintaining water quality, safety protocols, and environmental standards.



## At MPWD, we strive to:

- ❖ Maintain a workplace worthy of our employees and community.
- ❖ Be partners within our community and leaders in our industry.
- ❖ Be dedicated stewards of our most essential natural resource.
- ❖ Maintain and invest judiciously in a reliable distribution system.
- ❖ Be honest and transparent stewards of public funds.



## EMPLOYMENT STANDARDS

***Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying, however a typical way of obtaining these are:***

**Education:** Bachelor's degree with major coursework in civil or environmental engineering, business or public administration, or a related field.

**Experience:** Five (5) years of increasingly responsible experience managing and/or supervising water distribution and production operations and maintenance or a related field.

**Certifications:** Possession of, or ability to obtain, a valid California Driver's License by time of appointment. Possession of State Water Distribution Operator and/or Water Treatment Operator certifications, or desire to obtain certifications, are considered a plus.

***Providing quality water and  
essential service, since  
1929...now...and into the future.***

# COMPENSATION + BENEFITS

Annual Salary **\$158,829-\$207,450 DOE/DOQ**, *plus* a generous benefits package:

**4-Day Work Week**, 36 hours

**13 Paid Holidays**

**Management Leave**

**Tuition Reimbursement**

**Short/Long Term Disability**

**Life Insurance**

**Wellness and Safety Incentive Program**, up to \$3,600/year

**80-200 hours of vacation**, depending on years of service

**Retiree health insurance**, for eligible employees

**Retirement**, enrollment in the California Public Employees Retirement System (CalPERS)

**\*Classic CalPERS Members 2% @55 formula**

**\* New CalPERS Members 2% @62 formula**



LEARN MORE ABOUT THE  
MID-PENINSULA WATER  
DISTRICT BENEFITS





1075 Old County Road, Suite A  
Belmont, CA 94002

