



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 * Fax - 916-354-2082

PERSONNEL COMMITTEE

(Director Linda Butler and John Merchant)

Special Meeting

September 8, 2026, at 2:00 p.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

AGENDA

1. Call to Order

2. Comments from the Public

If you wish to speak during Comments from the Public or would like to comment regarding an item appearing on the meeting agenda, please complete a public comment card and submit to the Board Secretary prior to Public Comments.

3. *Discussion Item* Review Hiring of new GM – Start Date, etc.

4. *Discussion Item* Director of Operations Recruiting

5. *Discussion Item* Review Revised Org Chart

6. Directors & Staff Comments/Suggestions

7. Adjournment

"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

In compliance with the Americans with Disabilities Act and Executive Order No. N-29-20, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or dfleet@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. This Agenda was posted on September 4, 2026, at the District Office at 4:00 p.m.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DIRECTOR OF OPERATIONS

DEPARTMENT: WATER/WASTEWATER/DRAINAGE

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – TBD

Position Title: Director of Operations

Reports To: General Manager

Reporting to the General Manager, the Director of Operations is responsible for maintaining consistent and superior customer service to the residents of the District. He or she will plan for and manage the diversion, storage and delivery of reliable and safe high-quality water. The Director manages the day-to-day work of subordinate managers and supervisors. Ongoing coordination with both plant and field operations is required to successfully manage this department. The District expects the Director of Operations to be highly knowledgeable in its treatment plants and in the field. The District believes that “hands on” management is critical to success in this key District role.

EXECUTIVE LEVEL RESPONSIBILITIES:

- Provides required counsel and advice to the Board of Directors and General Manager in all water, sewer and drainage matters
- Assures compliance with State and Federal codes, ordinances and regulations
- Insures accurate and timely reporting to state agencies
- Coordinates key projects with state and county agencies
- Assists in the preparation of federal and state grants
- Guides preparation of an initial and ongoing Urban Water Management Plan required by the State
- Represents the District to outside agencies and organizations
- Directly supervises the Chief Plant Operator and Utilities Supervisor in all above and below ground projects. Evaluates performance and conducts periodic reviews
- Recommends, coordinates and assists in the preparation of annual operations budgets
- Develops and administers goals objectives and operating policies for the operations department
- Contributes to strategic planning for the District as required
- Presents monthly status reports to the Board of Directors
- Tracks and reports on yearly and monthly budget vs actual progress
- Prepares and administers contracts for services, infrastructure and parts

ESSENTIAL DUTIES: WATER TREATMENT, WASTEWATER TREATMENT AND FIELD OPERATIONS:

- Maintains and is the authority on District Water Rights permits
- Supervises the operation of two District potable water treatment plants
- Recommends infrastructure upgrades to ensure continuing safety, delivery and quality of District water and wastewater.
- Continually monitors District water and wastewater quality.
- Directs and reviews water testing to ensure the safety and quality of the Districts water supply.
- Ensures environmental compliance with current and newly issued directives of the State of California Division of Water Quality.
- Reviews and submits required monthly and annual water treatment reports to the General Manager
- Reviews and submits all required potable water reports to the State Water Resources Control Board.
- Establishes priorities for water and wastewater treatment infrastructure projects and repairs
- Supervises the timely and systematic maintenance of all water treatment infrastructure.
- Is responsible for efficient operation of District's above ground water storage tanks.
- Oversees District's earthen dams, levees and lift stations. Maintains inspection schedules and compliance with State regulations.
- Coordinates with operations staff to approve, purchase and maintain sufficient spare parts and supplies.
- Prepares monthly reports for the General Manager and updates the Board of Directors at its monthly meeting
- Manages the District's agreement to operate the CIA Ditch. Coordinates with staff to manage maintenance and partner billing of repairs.
- Is abreast of new and existing technologies and recommends systems and applications to better manage district water operations.
- Develops and administers District safety codes and preventive maintenance

QUALIFICATIONS:

- Strong leadership, interpersonal, communicative and problem-solving skills developed in a continuing career of growth and experience
- Demonstrable knowledge of water policy, wastewater treatment policy, trends and advancements
- Strong skills in information technology and its use at the executive level
- Knowledge of state regulators and policies related to water treatment, wastewater treatment and storm water operations (MS4).

Minimum Qualifications

EDUCATION:

Education: Equivalent to graduation from college with a degree in civil/environmental engineering, public/business administration, chemistry, natural sciences or related field required. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Master's degree in science, engineering, or business is highly desirable.

Registration with the State of California as a Professional Engineer is highly desirable.

EXPERIENCE:

Five (5) years effective Water and Wastewater utility administration experience including supervision, budget preparation, personnel management, operations and maintenance analysis, and analytical report preparation including four (4) years in a supervisory or management capacity.

LICENSES AND/OR CERTIFICATES:

Possession of the category of a current California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are conditions of continuing employment.

Preferred: Possession and maintenance of a Grade 4 Wastewater Plant Operator's Certificate of Competence issued by the California State Water Resources Control Board, and Possession and maintenance of a Grade 3 Water Treatment Operator's Certificate.

Preferred: Possession and maintenance of a Grade 1 Collection System Maintenance Certificate issued by either the CWEA or AWWA.



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
ORGANIZATIONAL CHART—AUGUST 2026**

BOARD OF DIRECTORS

GENERAL MANAGER

**DIRECTOR OF
FINANCE**

**SR. ACCOUNTANT
(FTE—2)**

**STAFF ACCOUNTANT
(FTE—1) ACCOUNTS PAYABLE**

**ACCOUNTING TECHNICIAN
(FTE—1) UTILITY BILLING**

**ACCOUNTING
TECHNICIAN - HR (FTE—1)**

**OFFICE TECHNICIAN
(FTE—1) FRONT DESK**

**District Secretary/
Clerk of the Board**

**SECURITY SUPERVISOR
(FTE-1)**

**SECURITY GATE
OFFICER I/II
(FTE—8.42)**

**SECURITY PATROL
OFFICER I/II
(FTE—4.21)**

IT MANAGER

DIRECTOR OF OPERATIONS

**CHIEF PLANT
OPERATOR**

**EQUIPMENT
MECHANIC
(FTE—2)**

**PLANT
OPERATOR I/II/III
(FTE—5)**

**UTILITIES
SUPERVISOR
OPERATOR**

**UTILITY
TECHNICIAN III
(FTE—1)**

**UTILITY
TECHNICIAN I/II
(FTE—6)**



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
ORGANIZATIONAL CHART—SEPTEMBER 2025**

