

The City of Davis

Invites You to Apply for the Position of



Wastewater Treatment Plant Superintendent

PUBLIC WORKS DEPARTMENT

\$87,227 - \$106,024

Final Filing Date: March 19, 2010

THE DEPARTMENT

The Davis Public Works Department is supported by 101 employees currently organized across seven divisions:

ADMINISTRATION

- The administration department is in charge of budget preparation, departmental safety training, personnel administration, emergency preparedness, and policy analysis and research.

WATER

- The water division deals with water production, distribution, and storage. They also are in charge of meter reading/ maintenance, water conservation, water quality monitoring, and regional water issues.

WASTEWATER

- The wastewater division operates and maintains the wastewater treatment plant, collections system and City of Davis constructed wetlands. This division also administers the NPDES permit and the Industrial Pretreatment Program as well as wildlife habitat management.

TRANSPORTATION

- The transportation division is in charge of street and bike path maintenance and sidewalk/ curb and gutter maintenance. This division also provides staff for the Safety Advisory Commission. The transportation division maintains streetlight and traffic signals, administers Unitrans & YoloBus contracts, and handles hazardous materials clean-up.

ENGINEERING

- The engineering division is responsible for development review, construction inspection for new development, Public Works permitting, final engineering/ planning, outdoor lighting control, and traffic engineering.

SOLID WASTE

- The solid waste division is responsible for refuse and recycling contract administration, the Source Reduction and Recycling Program, and the Household Hazardous Waste Drop-off Program. They also monitor contamination at the Old Davis Landfill.

STORM SEWER

- The storm sewer division is responsible for maintenance of storm water infrastructure, pollution load reduction, storm/ flooding response, and wildlife habitat management.

THE POSITION

Under administrative direction, oversee, supervise, organize and coordinate the operations, laboratory and maintenance of the city's wastewater treatment plant. Coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide highly responsible and complex staff assistance to the Assistant Public Works Director.

This is a mid-management level position responsible to ensure overall compliance of the wastewater treatment plant with all state and federal regulations. The Wastewater Plant Superintendent receives direction from higher level management staff and exercises direct supervision over wastewater treatment plant personnel.



EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Six years of increasingly responsible experience in wastewater treatment, including two years of supervisory experience as a plant superintendent/supervisor, chief operator or senior/shift supervisor. An associates degree or completion of 60 semester units at a college or university, either of which includes 15 semester units of basic science courses. Supplemented with training in supervision or management.



EXAMPLES OF DUTIES

Essential functions may include but are not limited to the following:

- Plan, direct, and supervise, the operation and maintenance of the city's wastewater treatment plant; direct a program of regular inspection, maintenance and repair of plant equipment, storm and sewer pumping facilities.
- Select, supervise, train and evaluate assigned staff.
- Plan and direct safety and training programs to comply with city policy and OSHA regulations.
- Troubleshoot plant equipment, instrumentation, electrical, chemical, and plant's process problems.
- Administer and coordinate significant complex projects or functions; develop and implement goals, objectives, and priorities for assigned functions or programs, recommend and implement resulting policies and procedures.
- Prepare technical reports and perform a variety of operations and calculations to insure compliance with state requirements; prepare and sign monthly, quarterly and annual reports to state and federal agencies.
- Confer with appropriate personnel regarding the effectiveness of plant operations, recommended plant alterations, or changes in operating procedures; conduct special studies relating to present and future treatment plant modification.
- Supervise major, minor and preventative maintenance.
- Supervise the performance of treatment plant laboratory tests; monitor treatment plant operations.
- Schedule assignments of treatment plant personnel; assist in and inspect work in progress in ensure conformance with established standards.
- Maintain records and prepare reports of treatment plant activities.
- Develop, administer and monitor the division program budget.
- Work with contractors and sub-contractors on capital improvement projects.
- Administer and/or oversee the administration of contracts and/or improvement agreements; review and approve payments and billings for contracted services.
- Establish work priorities in the operation and maintenance of the treatment plant.
- Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

IDEAL CANDIDATE

Exceptional technical and communication skills are essential for a candidate's success in this search for a working manager. The ideal candidate will be approachable and possess an open door policy. At the same time, candidates who will hold staff accountable will be valued. The selected candidate will be a proactive and solution-oriented individual who can demonstrate a history of creative problem solving and forecasting for the future. Competitive candidates should understand the hands-on nature of how smaller cities work and will be able to look at issues from a city-wide perspective.

Personality/Management Style

City officials are searching for a Wastewater Treatment Plant Superintendent with the following additional leadership and management characteristics:

- High integrity and solid character
- Possesses a strong sense of ethics, both personally and professionally
- Positive, responsive and customer oriented attitude
- Energized by major challenges and accomplishments
- An action-oriented administrator with demonstrated experience of successfully managing multiple projects, assignments and issues
- A professional who practices accountability and instills pride and confidence in staff
- Creative problem solver
- Possesses exceptional organizational skills
- Superior communicator who can quickly cultivate internal and external trust and confidence with a variety of audiences
- Openness to new ideas; flexibility in his/her approach
- Exceptional listening skills
- A big picture thinker who can maintain an eye for detail
- A goal oriented, results driven leader
- Exceptional and proven manager of people with the ability to mentor and coach staff
- Displays genuine concern for staff development and quality of work life
- Communicates with confidence, integrity and professionalism
- Dispute resolution and consensus building skills
- Calm under pressure, resilient and has a good sense of humor



COMPENSATION AND BENEFITS

SALARY

The salary range for this position is \$87,227-\$106,024 annually. The actual salary will be based on the experience and qualifications of the successful candidate.

RETIREMENT

Participation in the PERS program 2.5%@55 with EPMC. City pays the employee's 8% contribution. The City does not participate in Social Security.

BENEFITS

- *15 - 28 days paid vacation
- *10 days management leave
- *12 days sick leave
- *12 holidays, plus 2 ½ floating holidays
- *Flexible Benefit Plan including \$1600.04 paid towards health, dental, vision cafeteria plan and mandatory Life Insurance and Long-Term Disability (LTD) premiums. Maximum cash-out of \$500 if employee has outside health/dental insurance.
- *Dependent care assistance (DepCare Plan)
- *Medical Reimbursement Plan (MRP)
- *Computer Loan Policy
- *Bicycle Loan Policy
- *PERS Long Term Care Program available

EXAMINATION INFORMATION

Based on review of applications, a limited number of the best-qualified candidates -- based on the information provided on the application form, resume, etc. -- will be invited to participate in the selection process. Selection for this position may include a written and practical test and an oral board interview before a qualifications appraisal panel to establish an eligibility list to be used by Public Works Department to make the final selection.

FINAL FILING DATE

Online applications will be received by the Human Resources Office until 5:00 p.m., March 19, 2010. **A City of Davis online employment application must be submitted to be considered for this position; paper applications will not be considered.** You will find the online application and brochure at the City of Davis website: <http://www.cityofdavis.org/jobs/>.

The City of Davis encourages applications from qualified women and minorities. All employment decisions are made on the basis of qualifications without regard to race, religion, color, sex, national origin, disability or sexual preference.

CITY GOVERNMENT

City government in Davis provides a full array of municipal services with 457 employees. Davis was incorporated in 1917 and is a general law city governed by a five member City Council elected at-large. The Mayor is selected by and from the Council based on the highest vote count in the prior election. The City Manager serves as the administrative head of city government overseeing the departments of Police, Fire, Parks and General Services, Community Services, City Manager's Office, Community Development and Public Works.

Dedicated to citizen participation, the City has 8 Council-appointed commissions that address various aspects of community life including such elements as planning, recreation, finance/economics, natural resources, and university student relations.

THE COMMUNITY

Located in Yolo County, in the Central Valley of northern California, Davis is situated 11 miles west of Sacramento, 385 miles north of Los Angeles, and 72 miles northeast of San Francisco.

One major advantage of the Davis region as a place to live and do business is its proximity to major markets. Virtually the entire state of California is within a one-day driving distance. The Sacramento and American Rivers lie to the east along with historic gold country and Lake Tahoe and the Sierra Nevada Mountain range. To the west are the San Francisco Bay area, the great coastal redwood forest, and the beaches and rugged shores of the Pacific Ocean. The Sacramento-San Joaquin Delta region lies to the south. There is unparalleled scenic beauty and many recreational opportunities within a few hours drive from Davis.

The Central Valley is the agricultural heart of the state and provides one of the most highly developed and integrated agricultural systems in the world. Scientists conduct research in Davis because its physical location allows re-creation of nearly limitless soil and environmental conditions. The area surrounding Davis has some of the most productive agricultural land in California, sustaining hundreds of different crops – from rice to tomatoes to almonds. Thus conservation of prime agricultural land through limited urban growth is a priority as part of the city's General Plan. Other directives include resource conservation and the efficient use of energy, open spaces and water resources. These priorities have garnered Davis international acclaim for accomplishments in recycling; water conservation; and innovative, energy-saving design.

