



CITY OF SANTA ROSA
invites applications for the position of:

Wastewater Reclamation Superintendent

An Equal Opportunity Employer

SALARY: \$40.79 - \$52.92 Hourly
\$7,069.75 - \$9,172.42 Monthly

OPENING DATE: 07/03/18

CLOSING DATE: 07/17/18 11:59 PM

THE POSITION:

The City of Santa Rosa is currently seeking qualified applicants for the position of **Wastewater Reclamation Superintendent**. We invite you to join the team at the City where you can be part of a dynamic and collaborative organization committed to facilitating a thriving community by providing excellent customer service.

Incumbents will work under the general direction of a Deputy Director to manage a group of various staff who operate and maintain recycled water storage, discharge, and distribution facilities. The successful candidate will supervise and plan the activities of 12 operational and maintenance staff in order to meet strict regulatory and recycled water supply requirements. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in scheduling, assignment, and coordinating the work with that of other units. The current assignment is located in the Reclamation section of the Water Department's Laguna Treatment Plant.

THE IDEAL CANDIDATE:

The ideal candidate will have an understanding of operational aspects of pressurized water distribution systems, storage facilities, and customer service. They will also have strong written communication skills and the ability to manage multiple complex projects and operational situations, often simultaneously. The candidate will have experience supervising, coaching and mentoring, building strong relationships with internal and external stakeholders, and experience producing well written documents for a range of audiences.

THE CITY:

Just 55 miles north of San Francisco, you will find a vibrant City overflowing with all there is to love about California. Welcome to Santa Rosa where everything comes together: Wine country, farm country, redwood forests and rivers, lakes and the ocean. At the center of all is a thriving downtown lined with intriguing shops and restaurants that delight casual and Epicurean diners alike. Santa Rosa is a charter city incorporated in 1868 and is the county seat of Sonoma County, one of California's premier wine growing regions and gateway to tourist destinations in the redwoods and on the coast. Santa Rosa occupies 41 square miles and serves a population of 170,000. The City has a historic preservation program and extensive environmental diversity.

The City of Santa Rosa provides a full range of services, including police and fire protection, construction and maintenance of streets and other infrastructure; water, storm water and wastewater utilities; housing services through its Housing Authority; economic development; transit; parking; recreation and parks, including a municipal golf course, and cultural services.

The City also plays an important role in supporting the agriculture and tourism industries of California's north coast.

City of Santa Rosa employees who are interested in transfer or promotional opportunities should apply now in order to be eligible for current and future Wastewater Reclamation Superintendent opportunities that may occur.

Selection Process: Applicants presenting with the most desirable qualifications based on a screening of the application materials, including responses to the required Supplemental Questionnaire, will be invited to continue in a selection process that may consist solely of an application screening, or may include an oral appraisal interview, assessment center, or other activity selected by the Human Resources Department. As a result of the selection process an eligibility list of qualified candidates will be established to fill the current vacancy and may be used to fill future vacancies as long as the eligibility list remains active.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Each employee in this classification may not perform all the duties listed below. Depending upon assignment, duties may include, but are not limited to, the following:

- Assist in the implementation of goals, objectives, policies and priorities;
- organize, schedule, assign, supervise and coordinate the operation and maintenance of recycled water storage/disposal/irrigation facilities;
- prepare technical reports and perform a variety of operations and calculations to insure compliance with State requirements;
- prepare reports to the Northcoast Regional Water Quality Control Board
- direct the preparation of employee work schedules, the prioritization of maintenance schedules for all recycled water disposal/irrigation equipment and the training of employees in recycled water disposal/irrigation operations;
- maintain an inventory of supplies necessary for the efficient operation of recycled water disposal/irrigation facilities;
- confer with engineers, contracting farmers and City staff regarding system and project issues;
- recommend, assist with, and track the purchase of equipment and assist in the development of specifications;
- receive, investigate and resolve complaints;
- manage section budget preparation and administration;
- ensure safety training;
- maintain effective public relations with various community interest groups, including the Farm Bureau, the Grange, and farmers contracting with the City for use of recycled water;
- assist in the development of additional lands for irrigation;
- assist in the development of mitigation measures necessary for the irrigation of recycled water;
- make public presentations to groups of recipients of recycled water, the Board of Public Utilities or other groups;
- make field inspections of operation and maintenance activities;
- collect data and maintain records on recycled water usage;
- make accurate projections of recycled water usage based on past recorded experience;
- coordinate storage discharge, and reuse operations as they relate to and are affected by operation of the Geysers System;
- interpret data of recycled water as related to soil and ground water conditions;
- maintain a variety of records and files;
- receive emergency calls and take appropriate action;
- select, supervise, train and evaluate employees;
- perform related duties as assigned.

APPLICATIONS MAY BE FILED ONLINE AT:

www.srcity.org/jobs

Job #18/19-07JG-O
WASTEWATER RECLAMATION SUPERINTENDENT
JG

Computer kiosks are available at our office for applicant use:

100 Santa Rosa Ave, Room 1

Santa Rosa, CA 95404

Monday - Friday 8:00 AM to 5:00 PM

CONTACT US:

707-543-3060 jobs@srcity.org (do not send resumes here)

APPLICANT'S RESPONSIBILITIES:

Before making the final submission of the application, it is your responsibility to ensure you are submitting a complete application package, which will consist of a complete application for employment reflecting all jobs you have held during at least the last 10 years and may consist of additional required documents and a complete supplemental questionnaire. A resume will not be accepted in lieu of a complete application. Your responses to any supplemental questions describing specific work experience and education must clearly correspond to work history and education on your application.

SPECIAL ACCOMMODATIONS:

If special accommodations are necessary at any stage of the examination process, e.g., written examination, oral appraisal interview, assessment center or other activity, you must request an accommodation within five (5) business days of being noticed that an event requiring accommodation is occurring and every attempt will be made to consider your request. To request an accommodation, please visit our website at www.srcity.org/jobs or call Human resources at 707-543-3060. The City is an equal opportunity employer.

Wastewater Reclamation Superintendent Supplemental Questionnaire

1. Do you possess a First Aid and Cardiopulmonary Resuscitation (CPR) certificate issued by the American Red Cross? If so, please provide the expiration date. If not, please answer "N/A".
 - * 2. Please list any certifications you hold in Water Distribution and/or Water/Wastewater Treatment. Include the certification number(s) and expiration date(s).
 - * 3. Please describe your education as it pertains to this position. List any degree(s) you hold and include courses you have completed in mathematics, engineering, wastewater operations, or agriculture.
 - * 4. Please describe your work experience as it relates to this position, including any experience you have with pressurized water distribution systems. Include in your response the name of your employer(s) and the dates of employment.
 - * 5. Please indicate your level of experience in Excel or other spreadsheet software.
 - Limited to None
 - Beginning - Can open, close, print and enter data into an existing spreadsheet
 - Intermediate - Can create, edit, and format Excel worksheets and workbooks, use of functions and formulas
 - Advanced - Utilizes macros and Visual Basic for Applications (VBA); Solver, Scenarios, Pivot Tables and Pivot Charts
 - * 6. Please describe your work experience ensuring compliance with federal, state or local regulations. Include the type of regulation and your level of authority in enforcing compliance.
 - * 7. Please describe a written document you prepared regarding water quality or another technical project. Include the purpose of the document and the type of audience(s) for whom the document was prepared. Include any review and revisions made by others and who approved the final document.
 - * 8. Please describe your experience supervising, coaching, and managing the performance of professional, technical and administrative staff. Include the number of staff supervised and the type of work they performed.
- * Required Question