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## EMPLOYMENT OPPORTUNITY

### Utility Systems Supervisor

(\$28.70 – \$36.74 per hour)

The City of Chowchilla is seeking a Utility System Supervisor to plan, direct, organize and manage the activities of the City's Utility Systems Division of the Public Works Department including utilities maintenance, water distribution, sewer collections, facilities maintenance and meter services.

#### **APPLICATION DEADLINE: Until Filled**

Applicants are recommended to apply and submit application materials online at [www.CalOpps.org](http://www.CalOpps.org). Application materials can also be mailed (postmarks not accepted) or hand-delivered to Chowchilla City Hall, 130 S. Second St., Chowchilla, CA 93610; emailed to [CityClerk@CityOfChowchilla.org](mailto:CityClerk@CityOfChowchilla.org); faxed to (559) 665-7418.

#### **THE UTILITY SYSTEMS**

The City of Chowchilla wastewater treatment plant is a 1.8 MGD activated sludge treatment plant serving a population of approximately 13,000, running at 60% capacity. It includes wastewater treatment, aerobic sludge digestion and gravity dewatering. The collection system consists of nearly 25 miles of gravity pipes and 3 miles of force main fed by three lift stations.

The City of Chowchilla Water System is 100% groundwater with 8 wells with 30 miles of distribution piping. Planned system improvements include a 1MG surface or elevated storage tank and at least 1 additional well. A new SCADA system installation is planned for the upcoming year.

#### **THE POSITION**

##### **UTILITY SYSTEMS SUPERVISOR**

This position reports to the Director of Public Works and develops and implements general policy directives for the water production, distribution, treatment, environmental control, and maintenance programs of the utility department. The position also develops and implements general policy directives for the wastewater collection, treatment, environmental control, and land application programs of the Public Works Department. The position is also designated as Chief Plant Operator pursuant to California Code of Regulations, Title 23, Division 3, and Chapter 26.

The position exercises independent judgment in supervising wastewater operations staff performing operation, maintenance, and repair of the City's wastewater treatment system and water distribution

system. This classification is distinguished from the wastewater and water worker series in that it has direct supervisory responsibilities.

## **JOB REQUIREMENTS**

**Prerequisites** are graduation from an accredited college with an AA Degree and at least four years of progressively responsible experience in public work maintenance, including one year of supervisor experience; however, a combination of education and experience may be deemed equivalent to the requirements listed above.

**Qualifications/Requirements:** include a valid State of California Driver's License and either of the following:

**1) A Grade III Wastewater Treatment Plant Operations Certificate** issued by the State Water Resources Control Board, or a Grade II Water Treatment Plant Operations Certificate Issued by the State Water Resources Control Board with the ability to obtain a Grade III Water Treatment Plant Operations Certificate within six months of hire.

**2) A Water Distribution System Operator Grade III Certificate** issued by the State Water Resources Control Board, or a Water Distribution System Operator Grade II Certificate with the ability to obtain a Water Distribution System Operator Grade III Certificate within six months of hire.

## **GENERAL AND SPECIALIZED JOB KNOWLEDGE AND ABILITIES**

**General Knowledge** of materials, equipment, methods, and practices essential to the efficient operation and maintenance of modern water production, distribution, and treatment facilities and maintenance of modern wastewater collection and treatment facilities, water and wastewater laboratories, and land application facilities.

**Specialized Knowledge** of principals of supervision, training, and performance evaluation; operational characteristics and maintenance of a domestic water treatment and a distribution system including wells, chlorination pumps and motors; procedures, methods, and techniques of water treatment within a water distribution system and laws, regulations, codes, and standards, governing wastewater collection, treatment, land application, industrial pretreatment and laboratory operations.

**Ability to** communicate effectively, both orally and in writing, to prepare concise, well documented, logically presented reports and budgets, and to establish cooperative working relationships with employees, department, city officials, regulatory agencies, and the general public; operate a wide variety of equipment, machinery, and tools used in water treatment and distribution system construction, maintenance, and repair in a safe and effective manner; operate modern office equipment including computer equipment; operate a motor vehicle safely and problem solve; Provide excellent internal/external customer services.

## **ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE**

- Lift, carry, push and pull items in excess of 100lbs.
- Maintain a constant awareness of safety hazards and potential danger.
- Tolerate heat, sun, rain, cold, fog, insects, dust, heavy physical labor and hazardous conditions
- Solve problems such as emergency leaks, pipe ruptures, and broken pumps, devise methods to complete assignments and control vehicular traffic, and address mechanical and electrical issues.
- Operate a wide variety of equipment, machinery and tools used in water treatment and distribution system construction, maintenance and repair in a safe and effective manner.
- Manage staff, including prioritizing and assigning work, conduction performance reviews and overseeing the development of staff.
- Provide strategic leadership through planning and directing asset management and related maintenance of water and wastewater system assets.
- Supervise and manage suppliers, contractors and vendors.
- Identify and step for system management including process improvement, prioritizing initiatives and providing a framework for measuring progress and success.
- Optimize maintenance programs by evaluating and establishing best practices in predictive, preventive and corrective maintenance.
- Manage operations to optimize performance and meet service level expectations while managing cost impacts on ongoing maintenance programs along with capital programs.
- Assist with operating and capital budget preparation.
- Demonstrate ability to plan, direct, and coordinate complex maintenance and maintenance management projects and programs.
- Research and propose cost effective technical solutions to address challenges such as improvement of processes, systems and standards.
- Negotiate and administer vendor, outsources, and consultant contracts and service agreements.
- Establish and maintain written and in-person communications with regulators and management.
- Perform resources management, forecasting, leadership and teambuilding.
- Champion safety performance and serve as a role model for all safety practices and requirements.

## **SELECTION PROCEDURE**

An employment application can be downloaded from the City of Chowchilla web site at [www.CityOfChowchilla.org](http://www.CityOfChowchilla.org). A printed version can be obtained from Chowchilla City Hall, 130 S. Second St., Chowchilla, CA 93610, or by calling (559) 665-8615 Extension 112.

Candidates must submit application materials that include a complete and signed employment application with copies of the required certificates listed under the Qualifications/Requirements in the Job Description.

Applicants are recommended to apply and submit application materials online at [www.CalOpps.org](http://www.CalOpps.org). Application materials can also be mailed (postmarks not accepted) or hand-delivered to Chowchilla City Hall, 130 S. Second St., Chowchilla, CA 93610; emailed to [CityClerk@CityOfChowchilla.org](mailto:CityClerk@CityOfChowchilla.org); faxed to (559) 665-7418.

Candidates considered to be best qualified based on the information provided will move forward in the recruitment process. The applicant who is ultimately chosen for the position will have to pass a background check, drug test and physical exam.

## **BENEFITS INCLUDE**

Holidays: The City recognizes 11 days each calendar year plus 1 floating holiday.

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Vacation:	Employees receive 12 days of vacation per year for the first three years of employment. This increases in increments to a maximum of 30 days for 25+ years of employment with maximum accrual caps for each increment.
Sick Leave:	3.7 hours earned per pay period with no maximum accrual cap.
Retirement:	Depending on your CalPERS history, 2%@60 in which employee pays a portion of; or, 2%@62 in which employee pays entire share. The City does not participate in Social Security.
Health Insurance:	Employee pays a portion for employee and dependent coverage of medical, dental, health and life insurance.
Medicare:	City pays 1.45% of salary; employee pays 1.45% of salary.
SDI:	1% of salary paid by employee.
Deferred Compensation:	CalPERS 457 Deferred Compensation program is available for employee participation.
Additional:	Longevity pay based on years of service; City pays all state mandated training and licenses.

The City of Chowchilla is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, political affiliation, age, marital status, medical condition, or disability. The City of Chowchilla makes reasonable accommodations for the disabled. If you believe you require special accommodations in the testing process, you must inform the City of Chowchilla in writing prior to the testing. Applicants that request such accommodations must document their request with an explanation of the type and extent of accommodations required.

The provisions in this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked at any time.