



Human Resources & Risk Management
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CITY COUNCIL

Chris Vierra, Mayor
Mike Kline, Vice Mayor
Linda Ryno
Ken Lane
Bret Durossette

JOB ANNOUNCEMENT

**PUBLIC WORKS SUPERINTENDENT
(Assigned to the WATER DIVISION)**

Open - Competitive

\$7,084 - \$8,610/monthly, paid biweekly

1.5% COLA increase effective July 1, 2019

1.5% COLA increase effective July 1, 2020

FULLY PAID MEDICAL, DENTAL & VISION PLANS OFFERED CURRENTLY

StanCERA pension system (with CalPERS reciprocity)

Open: Tuesday, October 2, 2018

FINAL FILING DATE:

THURSDAY, OCTOBER 25, 2018 by 5 PM

THE POSITION:

Under administrative direction, directs, manages, supervises, and coordinates assigned functions and program areas of the Public Works Department including construction, operation, maintenance, and repair of the City's water systems; ensures that federal and state regulations are complied with; maintains an operations and maintenance records management system; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Public Works. As assigned, this position may serve as the "Chief Operator of the Water System" as required by the State Water Resources Control Board and also as the City's "Water Purveyor."

BENEFITS:

Retirement/Pension: The City offers a generous defined benefit plan pension (membership required) in the Stanislaus County Employees' Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform act (PEPRA). "Classic Members" (within the last six (6) months a member of StanCERA or a reciprocal retirement plan, e.g. CalPERS) are enrolled in the city's 2% @ 55 plan; final compensation at retirement is based on the single highest year. Non-classic or "new members" are enrolled in the 2% @ 62 plan, and employees are required to pay 50% of the normal contribution rate as prescribed by PEPRA, currently 8.77%, on a pre-tax basis; final compensation at retirement is based on the average of the three highest salary years.

Health: The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,000 or \$1,210, dependent on level of medical coverage enrollment. Some of the monthly plan premium options are currently at no cost for the

employee only. Any employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage receive \$200 per month in additional taxable compensation. Carriers include: Blue Shield HMO, Blue Shield PPO, Kaiser HMO; Stanislaus Foundation Dental and Blue Shield MES Vision.

Volunteer Benefits: The City contributes an additional \$100 per month through a qualified Section 125 plan for the purchase of voluntary benefits (e.g. Life/AD&D, long-term disability, and FSA for unreimbursed medical expenses and daycare). Employee contributions to certain voluntary benefits are taken as pre-tax deductions. If the employee does not utilize the entire allowance for benefits, the City shall contribute the remaining balance to the employee's Retiree Health Savings (RHS) or Health Savings Account (HAS), as applicable.

Other Benefits: Employee Assistance Program, voluntary options for Deferred Compensation (457) and short-term and long-term disability, voluntary life insurance and AD&D, 12 days of sick leave accrued each year with unlimited accrual; vacation accrual based on years of service with maximum accrual of 480 hours and 13 paid holidays (including one personal day) each year.

The City also participates in Social Security which requires a 7.65% contribution rate including Medicare.

*****THIS SUPERINTENDENT WILL NOT OVERSEE WASTEWATER, STREETS OR STORM DRAIN SYSTEMS*****

ESSENTIAL DUTIES:

1. Assume management responsibility for assigned services and activities of the Public Works Department including wastewater collection, treatment, and disposal as well as operation and maintenance of the City's streets and storm drain systems.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Assist in the preparation of the City's Capital Improvement Program as related to water, wastewater, streets, and storm drainage facilities and appurtenances, as assigned.

8. Develop and standardize maintenance and operating procedures and methods to meet state and federal regulations and improve the efficiency and effectiveness of operations and maintenance activities.
9. Prepare specifications, estimates, and bids for machinery, tools, equipment, and contract services; recommend, monitor, and administer contracts for consulting, construction or other services as necessary; inspect work in progress and authorizes payment for work performed.
10. Monitor changes in regulatory agency laws and regulations; evaluate their impact upon City activities; recommend and implement policy and procedure changes as required.
11. Develop, implement, and ensure adherence to the division's Safety Program, Standard Operating Procedures, and OSHA regulations.
12. Produce required regulatory reports and ensure compliance with regulatory requirements, laws, codes, and enforcement actions.
13. Maintain accurate records and files; prepare periodic and special reports as required, including those mandated for submission to the Regional Water Quality Control Board (RWQCB) and to the State Water Resources Control Board (SWRCB), when assigned.
14. Prepare records related to operations, test results, work performed, and materials and supplies used; maintain accurate records and files; prepare periodic and special reports as required.
15. Research special projects, evaluate alternatives, prepare reports and recommendations; write correspondence, and respond to public and regulatory agency inquiries and provide pertinent information.
16. Respond to emergencies as required; coordinate activities with other responders to provide effective response; direct the work of staff and utilization of resources to affect operational effectiveness and ensure the safety of the community.
17. Serve as the liaison for the Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
18. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
19. Provide responsible staff assistance to the Public Works Director; conduct a variety of organizational studies, investigations, and operational studies; prepare agenda reports; recommend modifications to programs, policies, and procedures as appropriate.
20. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to water production and distribution, construction, operation, maintenance and repair of wastewater, streets, and storm drain systems; incorporate new developments as appropriate, in assigned division.
21. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

22. Perform related duties as required.

KNOWLEDGE AND ABILITIES:

See City Website for a detailed Job Description of “Knowledge and Abilities”

EDUCATION AND EXPERIENCE:

A Bachelor’s degree in business or public administration, engineering, a physical science or related field

Six years of increasingly responsible public works experience including, three years of administrative and supervisory responsibility in the operation and maintenance of water production, treatment and distribution systems as well as associated facilities

OR

An Associate’s degree in business or public administration, engineering, a physical science or related field

Eight years of increasingly responsible public works experience including, three years of administrative and supervisory responsibility in the operation and maintenance of water production, treatment and distribution systems as well as associated facilities

LICENSE OR CERTIFICATE:

Possession of a valid California Driver License

Water Division: Possession of Grade D-III and Grade T-II certificates issued by the State Water Resources Control Board at time of appointment

Ability to obtain, within 12 months of appointment, a Backflow certification issued from the American Water Works Association

Ability to obtain, within 24 months of appointment, Water Conservation Practitioner II and Water Audit Validator certificates issued by the American Water Works Association

Ability to obtain, within 36 months of appointment, a Cross Connection Control Specialist certificate issued by the American Water Works Association

PHYSICAL DEMANDS:

Work is performed primarily in a standard office setting with some work performed in a plant setting and outdoor field environment; some travel from site to site; some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; incumbents may be required to respond to emergency calls after hours including evenings and weekends.

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

WORK
ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

SELECTION
PROCESS:

The City reserves the right to incorporate any testing method(s), it feels necessary to determine the most qualified candidates. Applications will be reviewed and candidates who possess the most desirable qualifications in terms of training and experience will be invited to test further for the position. Failure to pass any of the required examinations will disqualify the applicant from further job consideration.

At the time of hire, City employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986.

EXAMINATION
PROCESS:

MEDICAL EXAM: Must pass City-paid, post-offer employment fitness medical and/or physical assessment exam, drug screen and fingerprint scan.

FINGERPRINTING: Must pass City-paid, post-offer fingerprint scan which is required upon hire.

BACKGROUND: Employment and reference checks will be conducted.

PROBATION: Minimum one-year testing period.

TO APPLY:

Complete and submit an employment application at calopps.org by **5:00 PM, Thursday, October 25, 2018**. Incomplete, late, or applications not received on calopps.org will not be considered.

You may visit our city's web site, www.ci.ceres.ca.us for a detailed job description. The City of Ceres is complying with the Americans with Disabilities Act and will make all reasonable accommodations for those disabled individuals to participate in employment, program and facilities. EOE.