



San Joaquin County is recruiting for: Channel Maintenance Superintendent



Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton CA 95202
Phone: 209-468-3370

Recruitment Announcement
0815-RM0335-01



THE POSITION

The Department of Public Works is seeking a strong leader to manage the Channel Maintenance Division. The Channel Maintenance Superintendent reports to the Deputy Director of Operations and is responsible for the effective utilization of staff, equipment, and technical procedures to maintain the channels and levees within the San Joaquin County Flood control and Water Conservation District Zones and flood control improvements for the San Joaquin Area Flood Control Agency (SJAFCA).

An ideal candidate will possess extensive experience managing road or channel maintenance operations; demonstrated leadership skills; a high level of integrity and strong sense of ethics; excellent written and verbal communications skills; sound judgment; proven ability to effectively manage and motivate staff; and knowledge of the methods, materials, and equipment used in maintenance and construction of roads, channels, and related facilities.

THE DEPARTMENT

The San Joaquin County Department of Public Works employs approximately 375 employees in twelve key service areas, which include Channel Maintenance, Community Infrastructure Engineering, Development Services, Fleet Services, Flood Management, Field Engineering, Integrated Waste Management, Road Maintenance, Surveyor, Transportation Engineering, Utilities Maintenance, and Water Resources.

The Channel Maintenance Division is comprised of 28 employees responsible for maintaining over 300 miles of project and non-project levees and flood control channels. Maintenance programs include vegetation management, washouts and erosion repairs, patrol roads maintenance, siltation and debris removal, and rodent control.

MINIMUM QUALIFICATIONS

EITHER I

Experience: Two years as a General Foreman or higher classification in San Joaquin County service.

OR II

Experience: Two years administrative experience in the construction, maintenance and repair of roads, channels, and related facilities and operations.

License: Possession of a valid California driver's license.



Channel Maintenance Superintendent

TYPICAL DUTIES

The Channel Maintenance Superintendent plans, assigns, and directs, the work of the Channel Maintenance Division. Typical duties include, but are not limited to:

- ◆ Plans, coordinates and directs, through subordinate supervisors, the construction, maintenance and repair of channels, levees, ditches, and other related flood control facilities; oversees division field and office operations.
- ◆ Develops and implements an on-going channel maintenance program.
- ◆ Confers with property owners and the general public regarding division maintenance programs; explains programs; resolves conflicts; insures that maintenance programs are conducted as explained.
- ◆ Coordinates with regulatory agency personnel regarding dam operations, levee maintenance, and various projects required to maintain compliance.
- ◆ Inspects the progress of projects to see that they comply with plans and specifications, departmental policies and procedures, and state and federal regulations.
- ◆ Directs and supervises spray crews in the use and application of pesticides; ensures that all pesticide-related required training is provided and is up-to-date; meets with the contracted Pest Control Advisor as needed to get product updates and to make sure that spray inventory is up-to-date.
- ◆ Formulates specifications for equipment; requisitions tools, materials and equipment for maintenance and repair work.
- ◆ Prepares correspondence, work progress reports, and other reports.
- ◆ Submits budget recommendations for maintenance projects to the Deputy Director of Operations; assists in the preparation of the division's annual budgets.
- ◆ Interviews and selects division employees; makes recommendations regarding personnel actions, staffing and organization.
- ◆ Investigates complaint reports; takes corrective action or makes recommendations to superiors.
- ◆ Acts for superiors as assigned.

COMPENSATION and BENEFITS

Monthly Salary: \$6,339- \$7,708

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health, dental and vision insurance plans. Other benefits offered by the County include:

- ◆ A 457 Deferred Compensation Plan
- ◆ 1937 Retirement Act plan with reciprocity with CALPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years and 23 days after 20 years)
- ◆ 10 holidays per year
- ◆ 10 days of administrative leave per year

For more information regarding the County's benefits please visit:

www.sjgov.org/hr/Programs/Benefits





Channel Maintenance Superintendent

APPLICATION AND SELECTION

Completed application package must include supplemental application and is to be submitted to the Human Resources Division. Resumes will not be accepted in lieu of the required application materials. Completed application package must be postmarked or received online by the **Final Filing Date: September 11, 2015**.

Apply online at www.sjgov.org/hr

Or submit application to:

San Joaquin County Human Resources
Attn: **Marie Sneed**
44 N. San Joaquin Street, Suite 330,
Stockton, CA 95202
Tel: 209.468.9755
Fax: 209.468.0508

All applications will be reviewed for qualifications. Qualified applicants may be invited to participate in an oral examination interview, with top scoring candidates being referred to the Public Works Department for selection processes.

SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division.

1. Describe your experience with developing maintenance program recommendations, estimating project costs, and administrative management of operational budgets. Include the size of the budget that you were responsible for administering.
2. Describe your administrative experience in the area of personnel management in a road or channel maintenance environment including: developing crew schedules and work assignments, performance appraisals, and progressive discipline. Include the number of employees supervised and the type of work performed.
3. Describe your administrative experience where you were responsible for the oversight of road or channel construction and maintenance programs which included accountability for scheduling, cost controls, and quality assurance.
4. Briefly describe the types of road or channel maintenance projects that you were responsible for completing or supervising.
5. Please provide your valid California Driver's License number, including expiration date:

Please note that the response to the following will not be used in the determination of your qualifications for this position.

6. Do you possess a Qualified Applicator License from the California Department of Pesticide Regulations (DPR)? ___ Yes ___ No