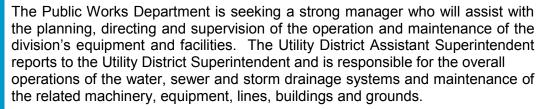
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San Joaquin County is recruiting for

Utility District Assistant Superintendent

THE POSITION

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





An ideal candidate will possess a high level of integrity and strong sense of ethics; excellent written and verbal communication skills; demonstrated leadership skills, sound judgment, and a positive attitude; proven ability to effectively manage and build consensus among staff, and to motivate staff and support their professional development; and possess the required Wastewater and Water Operator certificates.

THE DEPARTMENT

Recruitment Announcement 0616-RM0360-01

The San Joaquin County Public Works Department 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 Utility Maintenance Division is comprised of 24 employees responsible for providing domestic water, sanitary sewer, and storm drain services to the residents within the various utility districts within San Joaquin County. The Division is committed to environmentally sound business practices. The Division has developed a pump efficiency testing program to maximize energy efficiencies at County maintained well sites.

MINIMUM QUALIFICATIONS

<u>Certificate</u>: Possession of a valid Grade 2 Wastewater Treatment Plant Operator certificate issued by the State of California, State Water Resources Control Board; a valid Grade T2 Water Treatment Operator certificate; and a valid Grade D2 Water Distribution Operator certificate issued by the Water Resources Control Board

Special Requirement: If newly hired incumbents do not hold all of the required level 2 certificates, they shall have one (1) year from the date of hire to obtain the required level 2 certifications. Candidates must currently possess 1) a valid Grade 1 Wastewater Treatment Plant Operator certificate issued by the State of California, State Water Resources Control Board; and 2) a valid Grade T1 Water Treatment Operator certificate issued by the State of California, Department of Health; and 3) a valid Grade D1 Water Distributions Operator certificate issued by the State of California, Department of Health. Failure to successfully pass the exam and obtain the required level 2 of all noted certifications will result in release from the position. (Approved by the Civil Service Commission on 02/10/2016)



Utility District Assistant Superintendent

TYPICAL DUTIES

The Utility District Assistant Superintendent plans, directs, and supervises the operation and maintenance of Utility District equipment and facilities. Typical duties include, but are not limited to:

- Directs the service, maintenance and operation of water, sewer and storm systems; plans and prioritizes the work of division staff; allocates staff to various projects; directs the work of division staff directly and through subordinate supervisors; monitors work in progress and reviews completed jobs.
- Coordinates maintenance and operations assignments; ensures that the necessary equipment and supplies are available on job sites; coordinates work activities with other County and external agencies
- Supervises the maintenance and repairs of Utility District buildings and grounds, including weed and rodent control in and around district facilities to ensure soil stability.
- Maintains records regarding Utility District operations; prepares correspondence and reports; purchases supplies; may assist in budget preparation and control of expenditures; assists with planning Utility District needs.



◆ Evaluates District operation and maintenance activities and makes recommendations for increased efficiency; may represent the department on matters relating to the Utility District with other County departments, public agencies and the general public; acts in the absence of the Utility District Superintendent.

COMPENSATION and BENEFITS

Monthly Salary: \$5,370 - \$6,528

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





Utility District Assistant 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 must be postmarked or received online by the **Final Filing Date**: <u>July 22, 2016</u>.

Apply online at www.sjgov.org/hr

Or submit application to:

San Joaquin County Human Resources Attn: **Lisa Nebe** 44 N. San Joaquin Street, Suite 330, Stockton, CA 95202 Tel: 209.468.9553

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 emplo San Joaquin County Human Resources Division. Copies of the required coprovided at the time of application.	• • •
Please indicate if you possess the following valid California certificates as issued State Water Resources Board or Department of Health:	by the State of California,
Grade 2 Wastewater Treatment Plant Operator	Mic Wo
Grade T2 Water Treatment Operator	Company College
Grade D2 Water Distributions Operator	Working for YOU
Please list all certificates you currently possess:	
Please provide your valid California Driver's License, including expiration date:	

<u>Note</u>: If newly hired incumbents do not hold all of the required level 2 certificates, they shall have one (1) year from the date of hire to obtain the required level 2 certifications. Candidates must currently possess 1) a valid Grade 1 Wastewater Treatment Plant Operator certificate issued by the State of California, State Water Resources Control Board; and 2) a valid Grade T1 Water Treatment Operator certificate issued by the State of California, Department of Health; and 3) a valid Grade D1 Water Distributions Operator certificate issued by the State of California, Department of Health. Failure to successfully pass the exam and obtain the required level 2 of all noted certifications will result in release from the position.