



# San Joaquin County is recruiting for Utility District Assistant Superintendent

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



Recruitment Announcement  
0616-RM0360-01

## THE POSITION

The Public Works Department is seeking a strong manager who will assist with the planning, directing and supervision of the operation and maintenance of the division's equipment and facilities. The Utility District Assistant Superintendent reports to the Utility District Superintendent and is responsible for the overall operations of the water, sewer and storm drainage systems and maintenance of the related machinery, equipment, lines, buildings and grounds.

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

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

**Certificate:** 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](http://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 postmarked or received online by the **Final Filing Date: July 22, 2016**.

Apply online at [www.sjgov.org/hr](http://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 employment application to the San Joaquin County Human Resources Division. Copies of the required certificates must be provided at the time of application.**

Please indicate if you possess the following valid California certificates as issued by the State of California, State Water Resources Board or Department of Health:

- Grade 2 Wastewater Treatment Plant Operator
- Grade T2 Water Treatment Operator
- Grade D2 Water Distributions Operator



Please list all certificates you currently possess:

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Please provide your valid California Driver's License, including expiration date:

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**Note:** 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.