



San Joaquin County is recruiting for Utility District Superintendent

Human Resources
44 N. San Joaquin Street
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Phone: 209-468-3370



Recruitment Announcement
0215-RM0340-01

THE POSITION

The Public Works Department is seeking a strong leader to manage the Utility Districts Maintenance Division. The Utility District Superintendent reports to the Deputy Director of Operations and is responsible for the effective utilization of staff, equipment and technical procedures to provide water, sewer and storm drainage services to utility districts, and to maintain 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 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. In addition to recycling and re-use programs, 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 3 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 the valid certification of level Grade 3 Wastewater Treatment Plant Operator, they shall have one (1) year from the date the first state examination is offered to obtain the required certification. Failure to successfully pass the exam and obtain the required certification may result in release from the position. **Note:** *Candidates who are applying without the level Grade 3 Wastewater Treatment Plant Operator, must possess the Grade 2 level certification.*

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



Utility District Superintendent

TYPICAL DUTIES

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

- ◆ Oversees the operations and maintenance of water, wastewater, distribution and collections of the County's Utility Districts; initiates, develops and implements policies and procedures; supervises maintenance and repair of utilities systems; evaluates performance of division personnel.
- ◆ Analyzes and evaluates the operating efficiency of sewage digestion and oxidation processes, the service and repair of water and sewage mains, and the maintenance of storm drains and pumps; recommends necessary changes or improvements.
- ◆ Consults with and informs appropriate officials of the financial, engineering and other needs of the utility systems and facilities.
- ◆ Supervises and reviews laboratory testing procedures required by local and state regulatory agencies; may perform analyses of water, wastewater, sludge and other materials.
- ◆ Prepares and submits the preliminary budget for the Utility Districts and administers control of expenditures.
- ◆ Represents the department on matters relating to Utility Districts operations with other County departments, public agencies, technical organizations and the general public.
- ◆ Supervises and participates in maintenance of records; prepares correspondence and reports.

COMPENSATION and BENEFITS

Monthly Salary: \$6,923- \$8,417

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 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: March 20, 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. 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:

- Grade 3 Wastewater Treatment Plant Operator
- Grade 2 Wastewater Treatment Plant Operator
- Grade T2 Water Treatment Operator
- Grade D2 Water Distributions Operator



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

Note: *If hired and the incumbent does not possess a valid certificate of level Grade 3 Wastewater Treatment Plant Operator, he/she shall have 1 year from the date of the first state examination is offered to obtain the required certification. Failure to successfully pass the exam and obtain the required certification may result in release from the position. For information regarding the exam schedule, please visit the California Water Resources website at www.swrcb.ca.gov/water.*