



EMPLOYMENT OPPORTUNITY WITH CITY OF VERNON

4305 Santa Fe Avenue, Vernon, California 90058
(323) 583-8811

WATER SUPERINTENDENT

MONTHLY SALARY: \$9,132 - \$11,099*

*Plus 2% Cost of living increase effective: July 8, 2018

EMPLOYEE PAYS 8% (Classic) or 5.75% (New) CONTRIBUTION TO CalPERS

Classic CalPERS members 2.7% at 55 - New CalPERS members 2% at 62

FINAL FILING DATE: SUNDAY, JUNE 24, 2018

THIS RECRUITMENT IS TO FILL ONE FULL-TIME VACANCY IN THE VERNON PUBLIC UTILITIES DEPARTMENT AND TO ESTABLISH AN ELIGIBILITY LIST TO BE USED FOR FUTURE VACANCIES.

SUMMARY: Under general supervision, plans, organizes, directs, and supervises the daily field operations activities of the Water Operations Division including maintenance and operations of water production, storage, pumping, and distribution facilities, supervises assigned staff; performs related work as assigned. Performs related work as assigned.

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following but not limited to representative duties, knowledge, and skills listed below. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job flyer does not constitute an employment agreement and is subject to change at any time by the employer.

- Reviews, evaluates, and schedules daily maintenance activities and work assignments with crew; discusses operational problems and develops improvements and modifications on methods being utilized to ensure efficient operation of the Water Division's water production facilities, pump stations, distribution storage reservoirs, water services, and all pertinent water facilities. Analyzes and evaluates the goals and objectives, programs, organizational structure, operations and control systems of the Division.
- Monitors the overall water quality and chlorine residuals within the City water system.
- Performs thorough evaluation and facilitates implementation of the Water Strategic Plan, Urban Water Management Plan, Regional Integrated Resources Water Management Plan, and other related Division wide projects and programs.
- Conducts inspections of Water Division facilities to ensure proper operations and quality control to meet federal, state and local laws and regulations; responds and meets with customers, associations, contractors and developers regarding water quality, water pressure, water availability, facility repairs, service interruptions, service connections, and other water related issues.
- Performs research and prepares a variety of reports, correspondence, and documents. Assists in the preparation of the Water Division operating and Capital Improvement Program budgets.
- Assists in the selection of division employees; plans, organizes and assigns work; develops and establishes work methods and standards.
- Assists in the development of Standard Operating Procedures, conducts direct staff training and development; reviews and evaluates employee performance; recommends and initiates disciplinary action.
- Reviews and assists in development of design drawings, specifications and cost estimates; coordinates with contractors and staff on proposed construction and recommends improvements to water division facilities; inspects new and existing facilities, assists in start-ups and submits punch lists to contractors.
- Supervises all repairs to Division facilities; arranges for emergency equipment, contractors, directs the work of crews on emergency repairs.
- Ensures regulatory compliance with laws, rules and regulations related to all water facilities.
- Facilitates the development and management of systems including GIS and the work order, inventory and asset management program; provides annual updates; develops and tracks work order data reports; approves and completes work orders and evaluates labor and material costs.
- Order supplies/materials and schedules the labor required for the repair and maintenance of all water facilities. Create vehicle and equipment specifications for competitive bidding purposes.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines: Associate of Arts Degree in Civil Engineering in Water Technology, or a closely related field; AND seven years of recent and progressively responsible professional experience in water distribution or water treatment, including three years of supervisory experience. Bachelor's Degree in Civil Engineering in Water Technology, or a closely related field is desired.

Knowledge of:

- Principles and practices of public administration and project management.
- Water distribution, treatment, storage, pumping, production and delivery facilities.
- Water engineering, resource analysis, construction principles, operations and maintenance methods.
- Workforce planning, development, staff training, occupational hazards and safe work procedures.

Skill in:

- Evaluating complex, administrative or technical issues and making credible recommendations; preparing complete and thorough reports.
- Reading and interpreting engineered plans, blueprints, plans, diagrams, specifications, technical manuals and regulations.
- Interpreting and applying water related City, state and federal codes, laws and regulations.
- Supervising the work of subordinate staff.

LICENSE & CERTIFICATION REQUIREMENTS: A valid California State Driver's License is required. Possession of a grade D4 water distribution and grade T2 water treatment operator's certificate issued by the State of California are required.

SELECTION PROCESS: Completed application packets will be reviewed and those whose qualifications meet or exceed the requirements of the position will be considered to participate in a recruitment panel interview, tentatively scheduled for the week of July 9th, 2018. Resumes are not accepted in lieu of City applications. Please be advised that if you submit multiple applications, the most current application will be accepted and reviewed. To view the complete job description, please visit the City website. The City of Vernon is an equal opportunity employer.

Applications must be submitted On-line via the City's Employment Portal

If you have any questions please contact:

City of Vernon Human Resources Department

(323) 583-8811 ext. 166

Monday through Thursday, 7:00 a.m. to 5:30 p.m.

www.cityofvernon.org