



Water Utilities Superintendent

CITY OF SAN JACINTO

Salary Depending on Qualifications is \$80,022 \$ 124,533 annually.

Applications will be accepted until Sunday, March 11, 2018

The City of San Jacinto is seeking qualified candidates for the position of Water Utilities Superintendent to direct, manage, supervise, and coordinate the activities, operations, and programs of the Water and Wastewater Divisions. Under limited supervision, plan, administer and manage the water and waste water programs, functions and activities. To coordinate assigned activities with other City departments, divisions, and outside agencies. To provide highly responsible and complex administrative support to the Director of Public Works. Prepare and manage annual budget, provide highly responsible and technical staff support. Interpret and read schematics, drawings and blue prints. Submit highly detailed reports and correspondences.

Ideal Candidate will:

- Work independently, and part of a team.
- Be ethical, self-motivated, adaptable, organized and comfortable working in a team-oriented environment.
- Interpret and apply local, state and federal laws, regulations, policies and procedures as it applies to water and wastewater.
- Supervise, motivate, and evaluate staff.
- Conduct research and prepare clear, concise, and comprehensive reports.
- Understand and apply regulations, procedures, and MOU provisions related to supervising staff.
- Plan, develop and manage the administration and operation of the water and waste water division including line repair and replacement, well programs, meter reading and water quality.
- Plan for system repairs and replacement of water lines, water service, new and replacement wells, sewer lines and manholes, assume lead role in planning water/waste water infrastructure to accommodate population growth, monitor production and storage capacity to ensure compliance with federal and state standards.
- Ensure adherence to established safety rules, regulations and guidelines.
- Oversee and participate in the development and administration of the division's annual budget, participate in the forecast of funds needed for staffing, equipment, materials and supplies, monitor and approve expenditures, implement adjustments. Prepare and manage annual budget along with departmental supply inventory.
- Coordinate and complete all required reporting activities with local, state and federal agencies.
- Work collaboratively and effectively with all city staff members.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of organizational goals.
- Maintain current knowledge, continuing education and certification on water quality, production, and waste water collections systems.
- Effectively and professionally communicate orally and in writing.
- Working under pressure, handling day-to-day operation problems and tasks that arise simultaneously and/or unexpectedly.
- Establish and maintain cooperative working relationships with the public and with co-workers.
- Lift up to 90 lbs.

Minimum Qualifications:

A typical way of obtaining the required qualifications is to possess the equivalent of:

Education and Experience - High school diploma or equivalent. Five (5) years progressively responsible water/waste water experience in operations, distribution, construction and maintenance, including three (3) years supervisory experience, or an equivalent combination of education and experience.

Licenses and Certificates –

- Possession of a Class “B” California Driver’s License with Tanker Endorsement.
- Possession of a Water Treatment Operator Grade 2 certificate from the California Department of Public Health.
- Possession of a Water Distribution Grade 3 certificate from the California Department of Public Health.
- Possession of CWEA Collections Systems Maintenance Grade 2 Certificate issued by California Water Environment Association is highly desirable.

Compensation and Benefits:

The starting salary will be commensurate with the experience, qualifications and skills of the successful candidate and within the range of \$80,022 - \$124,533 annually.

The City of San Jacinto also offers a competitive benefits package, including California Public Employees Retirement System pension, multiple HMO medical plan alternatives, dental, vision, life insurance, paid leave, commute incentives and continuing education.

About the City of San Jacinto:

Founded in 1870, and incorporated on April 9, 1888, San Jacinto is one of the County's oldest communities with roots that stretch back to the earliest days of California. The current population is just under 48,000 in San Jacinto’s 26 square miles, with an average population age of 31.6 years old.

San Jacinto is experiencing a revitalization in a variety of development projects, road and drainage improvements, and is growing at its fastest pace in well over 10 years. The community is excited about the new economic development inside the City spurred by the development of the new 480,000 square foot Soboba Casino Resort, new retail establishments (Aldi Grocery, Starbucks Drive Thru, Wienerschnitzel Restaurant and Sonic Drive In, among others to come) and over 200 new homes permitted this calendar year.

Examination Process:

To apply, follow this link - <https://www.calopps.org/regional-government-services/job-17922691>

The deadline to apply is Sunday, March 11, 2018 before 11:30 PM PST.

Applicant must answer supplemental questions with application.

Candidates who are most qualified will be invited to an Oral Interview Examination scheduled for Thursday, March 15th.

Additional inquiries about the position may be directed to Kay Randolph-Pollard krandolphpollard@rgs.ca.gov. Neither Regional Government Services nor the City of San Jacinto are responsible for failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing krandolphpollard@rgs.ca.gov.