

City of St. Helena

Employment Opportunity

Chief Plant Operator–Wastewater

\$81,765-\$99,387 annually

\$ 6,814-\$8,282 monthly

\$39.31-\$47.78 hourly

Application Deadline:

Open untill filled

First review May 21, 2021



About the Opportunity

The City of St. Helena has an exciting opportunity to fill a position in the Public Works Department. This position performs a variety of maintenance, repair, construction and installation work in the buildings and streets sections of the Public Works Department with the support of the Operations Manager. This is an internal and external recruitment. The qualified candidates will be placed on a one-year eligibility list that will be used to place potential future vacancies in Public Works.

Chief Plant Operator–Wastewater

Public Works Department

The City will be establishing a pool of qualified applicants and will place the top candidate in the position. The remaining candidates will be placed on an eligibility list for 12 months and will be used for any future vacancies in this classification series.

DISTINGUISHING CHARACTERISTICS: The **Plant Operator III** is the advanced journey level class responsible for the full range of treatment plant responsibilities and for the performance of the most complex and difficult assignments within the series. Incumbents in this classification provide training to less experienced staff. This classification is distinguished from the next higher classification of Chief Utility Operator in that the latter is responsible for the overall operation and supervision of the wastewater treatment program.

The **Chief Plant Operator–Wastewater** is a supervisory level class within Public Works responsible for assigning and supervising the day-to-day operation, development, repair, and maintenance of the City's wastewater treatment facilities, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next higher classification of Utilities Operations Manager in that the latter is responsible for the overall management and administration of the Utilities Division.

Supervision Received/Exercised:

Receives direction from the Public Works Director. Exercises direct and indirect supervision over assigned staff .

Essential Functions:

- ◆ Accepts administrative responsibility for the activities, operations, and services of the Wastewater Division in providing quality treatment service for the City; plans, supervises, prioritizes, monitors, and participates in the work of staff responsible for the maintenance and operation of the wastewater treatment plant and related collection system; ensures compliance with state, federal, and local mandates for water quality; makes plant operation modifications as needed; provides monthly/annual reports to state, federal, and local authorities.
- ◆ Supervises and performs tasks related to the maintenance, repair, and construction of wastewater treatment plant facilities, lift stations, equipment, and related control systems; inspects the maintenance and repair of equipment for quality, compliance with applicable standards, and proper operation.
- ◆ Oversees laboratory analysis programs for wastewater, sludge, and effluent and is responsible for operating and systems modification based on test results.
- ◆ Prepares a variety of water quality and industrial waste reports for regulatory agencies and internal operations; conducts regular inspections to identify maintenance and repair needs; schedules, plans, and supervises the installation, maintenance, and repair of mechanical and electrical systems.

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.

Working Conditions:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily duties. The position also requires near and far vision when inspecting work and performing maintenance on assigned equipment. The position requires the ability to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or more. Additionally, the incumbent in this position may be exposed to biohazards and a variety of working conditions, including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in confined spaces. The incumbent may be required to respond to emergency call-outs and perform routine standby duties. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations

KAS (Knowledge, Ability and Skills):

See Job Description posted on the Human Resources Department website at:

<https://www.cityofsthenana.org/hr/page/job-descriptions>

Qualifications:

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Chief Utility Operator–Wastewater Treatment**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of experience in the operation, mechanical maintenance, and repair of a wastewater treatment facility, at least two of which were while in possession of a Grade II Wastewater Treatment Plant Operator certificate, and possession of a high school diploma or equivalent with 24 continuing education units needed to renew certification.

License/Certificate:

- ◆ Possession of, or the ability to obtain, a valid class C California driver's license.
- ◆ Possession of a Grade III Certification as a Wastewater Plant Operator from the California State Water Quality Control Board.
- ◆ Possession of a Grade IV Certification as a Water Treatment Plant Operator from the California State Department of Health Services.

Application and Selection Procedure:

To apply please go to <https://www.calopps.org/st-helena/job-20109302> to submit a resume, cover letter, supplemental questionnaire, and City Application:

Compliance with Americans with Disabilities Act (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make every attempt to offer reasonable accommodations for qualified applicants and employees with disabilities.

Please note: you will complete the application and supplemental questionnaire with the application process on Calopps.org, and will upload your **resume** plus **cover letter**. *****Please note: failure to submit all four (4) required documents will be considered an incomplete application and will not be considered for this position.**

All resumes will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which may include interviews, written exercises, or simulated work problems. Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

Compensation & Benefits†:

- ◆ \$81,765-\$99,387 annually (\$39.31-\$47.78 hourly)
- ◆ CalPERS defined benefit retirement: 2.0% at 60 formula for current members; 2.0% at 62 for new members. Employee (EE) is responsible for payment of the EE share of the pension cost. City employees also participate in the Social Security system
- ◆ City-paid health, dental and vision insurance coverage for employee and dependents
- ◆ Vacation accrues at varying rates for full-time employees. The beginning accrual rate is generally ten working days per year, increasing with tenure
- ◆ Twelve holidays annually
- ◆ Two personal convenience days per year (increases to five day after five years).
- ◆ Sick leave (twelve days per year)
- ◆ \$25,000 Life Insurance
- ◆ Deferred Compensation Plan
- ◆ Dependent Care program
- ◆ Healthcare Flexible Spending Account
- ◆ Employee Assistance program
- ◆ Bereavement Pay - 3 days in state/5 days out of state
- ◆ Longevity Pay
- ◆ Bilingual Pay (2.5% written, 2.5% verbal)

†St. Helena Miscellaneous Employees have agreed to a one-year 5% salary reduction through a 13-day unpaid furlough for Fiscal Year 2020-21, deferred compensation match has been suspended for FY 2020-21, and step increases have been suspended for FY 2020-21.