



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

UTILITIES FIELD SUPERVISOR (WASTEWATER) – 26A-18

SALARY:

\$12,027.43 - \$14,430.37 / Monthly

Closes: May 22, 2026, at 5:00 PM
(Opened: May 1, 2026)

Submit your application via:
<https://www.calopps.org>

Oral Board Interviews tentatively
scheduled for,
Wednesday, June 17, 2026.
Interviews will be conducted **in person**.

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

All applications will be reviewed for completion, relevant education, experience, training, and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by **core values of excellence, integrity, service, collaboration, inclusion, and innovation**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community, and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Public Works Services Department team that fosters innovation, creativity, and collaboration, we hope you'll apply.

ABOUT THE POSITION

The City of Redwood City Public Works Services Department invites you to apply for the position of Utilities Field Supervisor in the Wastewater Division. The Wastewater Division operates and maintains the City's sanitary sewer collection system and municipal stormwater system. Under general direction, the Utilities Field Supervisor plans, organizes, supervises, trains, and evaluates the work of assigned crews engaged in maintenance, repair, installation, construction, and regulatory compliance duties within the sanitary sewer collection system and municipal stormwater system. Primary duties include supervising and evaluating performance of assigned staff, scheduling maintenance and repair work, responding to customer inquiries and requests, and traveling among various worksites to direct, supervise, and evaluate work performed in the field. This position is distinguished from the Public Works Superintendent in that the latter is responsible for the administration and management of a large operational division.

THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will have a proven track record of reliability and dependability; will be detail-oriented and able to manage multiple tasks; have the ability to supervise and train support staff; will successfully utilize technology to track work orders and asset maintenance; will use initiative and independent judgment; and will be a team player who likes working with a variety of City staff and the public.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Plans, organizes, schedules, supervises, assigns, and evaluates the work of crews engaged in operations and maintenance of sanitary sewer collection and municipal stormwater systems.
- Provides direction and assistance to assigned staff on complex work assignments and assists in the investigation of complaints and suggested corrective actions and recommended improvements.



BENEFITS

The successful candidate will enjoy the following RCMEA benefits:

- **Retirement:** Public Employees Retirement System (PERS)
CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** The City pays 90% of premium, up to \$2,461 per month
- **Dental & Vision Insurance:** The City pays 90% of the premium.
- **Life Insurance**
- **Employee Assistance Program**
- **Vacation Leave:** 10-25 days per year.
- **Sick Leave:** 12 days per year
- **Paid Holidays:** 15 days per year
- **Bereavement Leave:** Up to 3 days
- **Flexible Spending Account**
- **Fitness Center:** Access at City facilities
- **Education Reimbursement Program**
- **Commuter Program**



- Schedules, plans, and coordinates personnel, equipment, and supplies to complete designated tasks using computerized work order systems.
- Prepares requisitions for necessary equipment, materials, and supplies.
- Evaluates subordinates' work performance and prepares required reports.
- Inspects project sites to evaluate work process and quality; resolves work problems; determines additional needs; assures continuous support and follow-up.
- Develops notification letters and other public information materials.
- Assists in developing and implementing goals, objectives, policies, and priorities for assigned division.
- Assists in the hiring of staff in assigned division.
- Plans, coordinates, inspects, and evaluates the work of contractors as assigned.
- Develops and manages a preventative maintenance program.
- Prepares and maintains a variety of reports, records, and programs using computer software.
- Keeps abreast of knowledge and maintains contact with the latest technology as applicable to the section.
- Requires an understanding of the Underground Service Alert process, coordinating and providing service to other sections within the Department and City in the identification of underground utilities.
- Perform related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS*:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience & Education:

- Four years of increasingly responsible experience in public works maintenance or a related field, including lead and supervisory experience.
- Equivalent to completion of the 12th grade. An associate degree or higher from an accredited college or university is desirable.

Licenses & Certificates:

- Possession of, or must obtain, an appropriate, valid State of California driver's license at time of hire and satisfactory driving record.
- Positions assigned to the Wastewater Division: Possession of, or must obtain, Grade 2 Collections System Maintenance certificate issued by the California Water Environment Association (CWEA) within 12 months of appointment.
- Possession of, or must obtain, Grade 3 Collections System Maintenance Certificate (CWEA), within 24 months of appointment.

ADDITIONAL REQUIREMENTS:

Ability to work in a standard office environment, sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift 50 lbs.; exposure to outdoors confining workspace, electrical hazards, chemicals, dust, and mechanical hazards; and ability to travel to different sites.



Knowledge of:

- Materials, methods, practices, types and level of maintenance and repair activities and equipment used in sewer and storm systems.
- Safety practices and procedures, including occupational hazards and standard safety precautions necessary in the work as outlined in SB198.
- Geography of the City, including the location of major utilities systems, pump stations, sewer, and storm drainage facilities.
- Sewer maintenance and repair and pump stations. Technical aspects of materials, equipment and public health are associated with the sewer and storm drain infrastructure.
- Other types of utilities located in public rights-of-way such as electrical, TV cable, telephone, and data communications.
- Management and maintenance practices of creeks, channels, and lagoons.
- Principles and practices of supervision, training and performance evaluation and budgeting.
- Basic elements of civil engineering as they relate to street drainage and sewer maintenance and repair.
- Hazards and accepted safety precautions in the construction trades.
- Equipment records keeping and preventative maintenance, including their application with various computerized software.
- Safe driving principles and practices.

Ability to:

- Plan, organize, direct, review and supervise the work of semi-skilled and skilled maintenance personnel.
- Evaluate maintenance needs and problems; identify materials and resources required to solve problems.
- Read and interpret plans and specifications, work from sketches, penciled layouts and blueprints, prepared plans for minor projects.
- Prepare and maintain a variety of records and reports using computer software.
- Supervise, train, develop and evaluate subordinates.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Estimate time, materials and equipment needed to perform maintenance and repair work.
- Make decisions and communicate the decision process and outcomes with subordinates and management team.
- Establish a monitoring system for work accomplished plans, goals, and objectives.

Skill to:

- Operate modern office equipment including computer equipment.
- Operate a motor vehicle safely.

A City application and supplemental questionnaire are required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check
3. DOJ Fingerprint Check
4. Physical Examination
5. References

Note: internal candidates may be required to complete the above-mentioned requirements.



Special Instructions: A City application and responses to the supplemental questions are required. Applications must be filled out completely. Failure to complete the application and supplemental questions will disqualify the applicant from the recruitment process. Failure to list work experience, education or training or stating “See Resume” in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resumes may be attached separately, but resumes will not be accepted in lieu of a City application.

**SUPPLEMENTAL QUESTIONNAIRE
UTILITIES FIELD SUPERVISOR (WASTEWATER) 26A-18
CITY OF REDWOOD CITY**

Please provide answers to the following questions. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. What skills, experience, and certifications have you acquired that gives you the knowledge of the types and levels of activities generally associated with the administration of sanitary sewer collection systems and separate stormwater conveyance systems? In your response, include your job title, number of years of experience and level of responsibility.
2. Please describe your experience, which demonstrates your ability to plan, organize, prioritize, direct, review, and supervise the work of maintenance and specialized personnel. What tools do you currently utilize to keep organized and track projects? In your response, include your job title, number of years of experience and level of responsibility.
3. Please describe your experience with addressing regulatory compliance requirements as it relates to the operation of sanitary sewer collection systems and/or municipal separate stormwater systems. In your response, include your job title, number of years of experience and level of responsibility.
4. Please describe your experience with public procurement requirements, purchasing, and managing budgets. In your response, include your job title, number of years of experience and level of responsibility.
5. Do you currently possess a valid Collections System Maintenance certificate issued by the California Water Environment Association (CWEA)? Please select all that apply and attach a copy of your certificate to your application. If not, do you acknowledge that you must obtain a Grade 2 certification within 12 months of appointment and a Grade 3 certification within 24 months of appointment?
 - Grade 1
 - Grade 2
 - Grade 3
 - Grade 4
 - Grade 5
 - No, I acknowledge that I must obtain a Grade 2 certification within 12 months of appointment and a Grade 3 certification within 24 months of appointment.
6. Do you currently possess a valid State of California Driver's license?
 - Yes
 - No

Fine Print. [The City of Redwood City is proud to be an Equal Opportunity Employer!](#) *The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.* Depending on the number of applications, the above process may be altered. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.