

DISASTER SERVICE WORKER

If you are the successful candidate for this position, you will be asked to take an Oath or Affirmation of Allegiance for Public Employees. All Vallejo Flood and Wastewater District employees are, by state and federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Assignment may require service at locations, times, and under conditions that are significantly different than normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact the direct supervisor or department head to obtain reporting instructions as a Disaster Service Worker. Consequently, your personal contact information must be provided to the District.

OUR ORGANIZATION

Vallejo Flood and Wastewater District is an independent Special District created by the State of California to collect and treat wastewater, and protect the Vallejo community from flooding. Since 1952, the District has protected public health and the San Francisco Bay by collecting and treating the wastewater generated by residents of Vallejo and the surrounding area. In addition, the District helps save lives and protect property from storm water damage. Every day of the year, skilled, dedicated District employees protect our health and environment using advanced treatment methods.

OUR COMMUNITY

The city of Vallejo is a rapidly-changing, diverse community of more than 120,000 people. It is located in the I-80 corridor between San Francisco and Sacramento. Housing costs are among the lowest in the Bay Area. Within the past several years Vallejo has experienced intense growth, creating many new business and residential areas.

Highlights of the area include the decommissioned Mare Island Naval Shipyard, which is being developed with new housing, schools and businesses. Vallejo is home to the California Maritime Academy, a marine-oriented state university, and Touro University, an osteopathic medicine teaching facility. Also here is Six Flags Discovery Kingdom, among the state's top ten tourist destinations.

THE POSITION

The Engineering Supervisor is a management position that supervises, assigns, reviews, and performs professional engineering work related to the review, planning, design, inspection, and construction of sanitary sewer and storm drainage projects. Under direction, assists the Director of Engineering in directing the processing of engineering studies, development of designs, plans and specifications and assigning engineering projects to professional staff, managing the integration of special projects with schedules of continuous operations, overseeing construction management and inspection of District projects, supporting the department's organizational policy and procedural development activity and supervising office operations in conformance with applicable statutes, regulations, policies, procedures and technical standards.

The ideal candidate will possess the following attributes:

- Creates a positive work environment
- Has outstanding communication, interpersonal, and planning skills
- Is enthusiastic and energetic about customer service
- Respects and supports diversity and differences in coworkers and the public

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices of engineering as it applies to wastewater, stormwater, and recycled water.
- Principle and practices of civil engineering.
- Principles and practices of public agency contract administration and procurement of design and construction contracts.
- Applicable laws, codes, and regulations and engineering standard practices.
- Methods of design, construction, and inspection of a wide variety of engineering projects.
- Correct and applicable English usage and spelling.
- Correct Business English, including spelling, grammar and punctuation.
- Supervisory principles and practices.
- Computers and applicable programs to wastewater and storm drain fields of engineering.

ABILITY TO:

- Understand engineering terminology and concepts related to civil engineering.
- Write letters and reports
- Make complex engineering calculations.
- Work with minimum supervision.
- Receive and follow general direction and policy.
- Manage consultants, projects, and programs.
- Manage multiple tasks, often with competing deadlines.
- Establish and maintain effective working relationships.
- Upgrade skills as necessary to apply new tools, methods and procedures as they become applicable to and are incorporated into District operations
- Walk on uneven surfaces.
- Work in inclement weather.
- Communicate with irate or difficult people.
- Accept constructive criticism from supervisors, coworkers and subordinate employees.

EDUCATION/EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications would be:

- Bachelor's Degree in Civil Engineering or closely related field from an accredited college or university. Master's Degree in Engineering or related field is highly desirable.
- Sufficient years of experience in professional engineering work, including project management, in the design and/or construction in one of the following areas: wastewater, stormwater, or recycled water systems; and supervisory experience to demonstrate possession of the knowledge and abilities required for this position

LICENSES / CERTIFICATE:

Must possess professional registration as a Civil Engineer issued by the State of California at the time of application.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage](#)

SELECTION PROCESS

The Vallejo Flood and Wastewater District application and supplemental questionnaire must be submitted online at www.calopps.org by the filing deadline of **July 30, 2021**. The most qualified candidate(s) will be invited to participate in the examination process.

The examination process (which includes a one year probationary period upon hiring) may include, but is not limited to, a written examination, practical examination, application screening, oral board, hiring interview and/or panel selection interview. One or more of these steps may be used and in any order.

An in-person panel selection interview has been tentatively scheduled for the week of August 16, 2021.

Candidates successful in the examination process will be placed on an eligibility list. The list may be valid for up to two years. Applicants meeting the minimum qualifications are not guaranteed advancement to the examination process. Placement on the eligibility list is not a guarantee of a final hiring interview.

Successful candidates not currently employed in regular status by the District must pass a pre-employment physical to be considered for an appointment.

COMPENSATION

Monthly Salary: \$14,241 - \$15,701 Plus Excellent Benefits

Employees are required to contribute 8% (Classic) or 6.75% (New-FY 2020-2021), based on the applicable retirement formula, of their base reportable compensation as the employee contribution to the California Public Employees Retirement System on a tax-deferred basis. Employees also contribute 2% after-tax toward the OPEB retiree health fund. OPEB contributions are non-refundable. Employees do not participate in or pay into Social Security.

The District provides a generous benefits package which is outlined in this document, and can be found on the [District's website](#).

Vallejo Flood and Wastewater District is an Equal Opportunity Employer encouraging workforce diversity. All aspects of employment and promotion shall be without regard to race, religion, color, national origin, ancestry, marital status, age, gender, sexual orientation, physical or mental disability, or medical condition.

If, because of a disability or for religious reasons, you would like to arrange for a reasonable accommodation in order to participate in the application and examination process, we encourage you to contact the Human Resources Department at 707-644-8949. You may also contact the Human Resources Department if you have questions regarding Affirmative Action/Equal Employment Opportunity at Vallejo Wastewater.

The District is committed to employing only American citizens and legal aliens authorized to work in the United States. If employed, you will be required to submit verification of your identity and legal right to work in the United States pursuant to the Immigration Reform Act of 1986.

CONTACT INFORMATION

For more information, please contact:
Alexandria Bell, Human Resources Director
ABell@VallejoWastewater.org; 707-652-7805

BENEFITS

BENEFITS

- The District provides CalPERS health insurance and pays up to the highest HMO rate for employee and eligible dependents
- Employees covered by another ACA qualifying group health insurance plan may be eligible for a cash in-lieu of health coverage monthly payment in the amount of half of the applicable CalPERS Kaiser rate
- Vision and dental coverage for employees and eligible dependents
- \$50,000 Life/\$50,000 AD&D insurance for non-management employees
- \$75,000 Life/\$75,000 AD&D insurance for management employees
- Private Short Term Disability Insurance for the employee
- Employee Assistance Program for employee and eligible dependents
- Education Assistance Program
- Computer Purchase Loan Program
- Wellness/Fitness Incentive Program
- Optional Flexible Spending Plan
- Optional Aflac Insurance Products
- Optional Pet Insurance

PAID LEAVE

- Vacation:
 - 10 working days = 0 – 3 years of service (non-management)
 - 15 working days = more than 3 – 10 years of service (non-management)
 - 15 working days = 0 – 10 years of service (management)
 - 20 working days = more than 10 – 20 years of service
 - 25 working days = more than 20 years of service
- Sick Leave: 12 days per calendar year (3.69 hours accrued per pay period)
- Bereavement: Up to 4 days for the death of an immediate family
- Holidays: 11 paid holidays per year plus 28.5 hours of floating holiday per year
(first year of employment floating holiday accrues based on hire date)

RETIREMENT PLAN – CalPERS 2.7% @ 55 Formula – CalPERS Classic Members.

For more information, please visit CalPERS website at <https://www.calpers.ca.gov/>

RETIREMENT PLAN – CalPERS 2% @ 62 Formula – CalPERS New Members

For more information, please visit CalPERS website at <https://www.calpers.ca.gov/>

DEFERRED COMPENSATION

Optional Deferred Compensation Plan with no employer contribution

RETIREE MEDICAL

The District offers contributions towards CalPERS retiree medical insurance premiums for qualified employees who retire from CalPERS within 120 days of separation of employment from Vallejo Wastewater. Under Vallejo Wastewater's retiree medical vesting plan, all retirees hired on or after 11/1/2013 must have a minimum of ten (10) years of service as a CalPERS member including a minimum of five (5) years of service at Vallejo Wastewater to qualify for a premium contribution. The maximum premium contribution is based on the CalPERS 100/90 formula and coverage level. The percentage of the CalPERS 100/90 amount contributed by Vallejo Wastewater is determined by full years of CalPERS service. This is per our current contract that is scheduled for renegotiation in 2023.