



**OPERATIONS SERVICES SUPERVISOR**  
**Public Works Department, Operations Division**  
**Water Section**

**\$6,650.17 - \$8,305.17 monthly**  
**Plus Excellent Benefits**

**Application Deadline:**  
**Friday, February 22, 2019 at 5:00 p.m.**

**APPLICATION PROCESS**

If you are interested in pursuing this exciting career opportunity please attach and submit the following required items with your NEOGOV application:

- **A completed City of Gilroy online application form including supplemental responses.**
- **A detailed cover letter expressing your interest in the specific position with the City of Gilroy.**
- **A detailed resume that highlights your related skills and experience.**
- **Copies of any current, related water distribution or treatment certifications.**

**ABOUT THE POSITION**

City of Gilroy is currently recruiting for one full time Operations Services Supervisor in the Public Works Department, Operations Division, Water Section with a strong supervisory, results-oriented and customer service background.

Public Works designs, builds and maintains the City's water, wastewater, storm drain, street, sidewalk, park, landscape, urban forest and related infrastructure. The department is also responsible for managing various city facilities including buildings, building systems, parking lots, shelters as well as the entire fleet for the City of Gilroy.

The Operations Division includes parks & landscape, water, streets/waste water/trees, facilities, and fleet. The Department also oversees the capital budget and operation of the South County Regional Wastewater Authority (SCRWA). SCRWA treats wastewater for the Cities of Gilroy and Morgan Hill and produces recycled water for South Santa Clara County.

## **GENERAL DESCRIPTION:**

Under the general supervision of the Deputy Director of Public Works (Operations), plans and coordinates the activities of the Water Section; supervise personnel engaged in maintenance and installation of the water system. The City of Gilroy supports cross-training in other field operation areas, therefore, may perform work in support of the Parks & Landscape Section and/or Streets/Waste Water/Trees Section as assigned.

## **ILLUSTRATIVE EXAMPLES OF WORK:**

1. Plan, organize, lead and monitor Water Section activities, including installing and maintaining water meters, fire hydrants, pumps, wells, reservoirs and related telemetry, pressure regulation and water treatment equipment.
2. Oversee drinking water system chemical testing and reporting procedures, and insure that instrumentation, controls, generators, alarms and flow meters are accurate and operating at all times.
3. Stay current on all regulations affecting the Water Section and coordinate all water testing, reporting and related activities.
4. Determine priorities, methods and sequences of work necessary to achieve objectives; assign personnel, material and equipment in accordance with priorities and needs.
5. Inspect work in progress and upon completion to insure compliance with standards; inform higher management level of work in progress, operating problems, and actual or potential delays.
6. Apply City and departmental policies, procedure rules and regulations pertaining to the work and to the work group; prepare work appraisals and discuss performance evaluations; initiate official disciplinary actions as necessary; identify and/or resolve subordinate issues.
7. Carry out and participate in a variety of information collection activities, such as interviewing prospective employees, and fact-finding pertinent to budget needs, disciplinary action, performance evaluations, subordinate complaints and operating problems.
8. Assist in the preparation of annual budget justifications for changes in personnel, financial and material resources by preparing appropriate written input, and control expenditures by applying policy pertaining to purchases, vacation, overtime and sick leave usage.
9. Is responsible for coordinating regular safety training and the maintenance of safe working conditions, good housekeeping practices and the use of safe work practices by subordinates.
10. Coordinate with other City work units and outside contractors; assist in the determination of the need for use of outside contractors and in the determination of the compliance of their work with specifications.
11. Respond to questions, complaints and emergency calls from the general public and take appropriate courses of action.
12. Direct and participate in the maintenance of necessary records and prepare periodic activities reports.
13. May perform work, and/or cross train in support of the Landscape Section and/or Streets/Sewer/Trees Section, as assigned.
14. Perform other related work as assigned.

## **IDEAL CANDIDATE:**

The “ideal candidate” for this position will:

- Possess a State of California Water Distribution Certification D4 or higher at the time of application.
- Hold a Cross Connection Control Specialist Certification at the time of application.
- Have experience working for a public sector water utility.
- Have a strong ability to communicate effectively, both verbally and in writing.
- Be results-oriented, detail-oriented and possess good time management skills to handle a variety of assignments and deadlines, including assignments and deadlines of contractors.
- Be customer service oriented and possess strong skills assisting and diffusing situations with customers some of whom may be angry or upset.
- Be a consistent, supportive, inspirational supervisor who encourages professional development and ethical conduct.
- Share, gain input, and implement ideas to continuously improve the operations of the Water Section.

## **QUALIFICATIONS**

1. Graduation from high school OR GED.
2. Six (6) years of experience in water system operation and maintenance, including two (2) years of supervisory experience at a lead worker level or higher.
3. Obtain or possess a Grade IV Water Distribution Certificate issued by the State of California within one year from the date of appointment. Must possess a Grade III Water Distribution Operator Certificate issued by the State of California at the time of application.
4. Subject to weekend work, work on holidays, varied shifts, and recall on a scheduled and/or emergency basis.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s). Obtain and maintain a California Class A Driver License within one year from date of hire. May be required to obtain endorsements. Must participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing.
6. Pass a post-offer medical examination, which includes a drug test.
7. Pass an employment background check including a Department of Justice criminal record check for employment.
8. Prefer non-tobacco user.

## **COMPENSATION AND BENEFITS**

### **Health Allowance and Flexible Benefits Plan**

Depending upon the number of dependents the health allowance ranges from \$811.46 to \$2,142.90 per month for 2019 core health benefits. Subject to specific rules, a cash back program is also available with proof of other medical coverage. City employees participate in the PERS Health Program, and may choose their medical coverage from a variety of providers. The City’s flexible benefits plan includes medical and dental coverage as

core benefits. A range of optional benefits including vision care, medical and dependent care accounts are also available. A term life insurance policy equal to \$100,000, long-term disability plan, and an employee assistance plan are currently provided at City expense.

### **Other Benefits**

The City currently offers the PERS 2.5% at 55 pension plan for “classic” members and 2% at 62 for “new” members. Currently, the city pays the full employer portion of the retirement contribution for “classic” members and 50% of the total normal cost for “new” members. The “classic” member contribution of 8% is a pre-tax payroll deduction; “new” members shall pay 50% of the total normal cost as set by CalPERS. Anyone hired on or after January 1, 2013 will be subject to the applicable provisions, retirement formulas, and plan benefits/restrictions associated with the Public Employees’ Pension Reform Act of 2013.

### **Vacation, Sick Leave, Holidays**

Annual vacation ranges from two to four weeks per year, based on years of service. Employees accrue eight hours of sick leave each month. Employees receive 44 hours of personal leave time in July of each fiscal year which must be used during the fiscal year. The City observes 10 paid holidays each year.

### **Medicare/Social Security**

Employees participate in Medicare (1.45% for both the employer and employee) as this is a mandated federal program. City of Gilroy does not participate in Social Security.

### **Payroll**

All City employees are paid monthly, on the first business day of each month for the previous month via direct deposit.

### **Representation**

Persons appointed to this position on a full-time basis are covered by the AFSCME, Supervisory Unit Memorandum of Understanding.

## **SUPPLEMENTAL QUESTIONNAIRE**

*The supplemental questionnaire for this position is part of the on-line application form for this recruitment on NEOGOV. You must file your responses via the on-line application process.*

### **Supplemental Questions:**

1. Please describe in detail your direct work experience in the area of water system operation and maintenance. Include in your response the dates of employment associated with this experience along with the name of the employer.
2. Describe in detail your direct work experience in the area of installing and maintaining water meters, fire hydrants, pumps, wells, reservoirs and related telemetry. Include in your response the dates of employment associated with this experience and the name of the employer.
3. Describe in detail your direct work experience in the area of drinking water system chemical testing and reporting procedures. Include in your response the dates of employment associated with this experience and the name of the employer.
4. Describe your work experience that has included training, leading and supervising the work of others.

5. Describe your work experience that has included managing and inspecting work performed by other workers or contractors.
6. What certifications and/or training in the areas of water system operations and maintenance have you completed? Please describe your training in detail to include the dates of the training and organization that provided the training.
7. Water is part of the Operations Division of Gilroy Public Works. What experience do you have coordinating with professionals in sewer, street maintenance, park maintenance, capital projects, planning, and/or land development?
8. A valid CA driver's license and a safe driving record are required for this position. Final candidates will be required to provide a current DMV report dated within the last 30 days. Please explain in detail any violations that appear on your driving record.
9. Please list five work-related references with contact information. (Note: references will not be contacted without candidate's authorization and this step is not completed until after the interview process.)

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**City Application Form** – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

**Apply Online:** Go to <https://www.governmentjobs.com/careers/cityofgilroy>. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

### **Recruitment Schedule – Key Dates\***

Application Closing Date:	Friday, February 22, 2019 at 5:00 p.m.
Interview and Practical Exercise:	Thursday, March 7, 2019
Finalist Interviews:	Thursday, March 14, 2019

*(\*Note: The examination process/schedule may be changed as needed by the City.)*

**Only complete application packets will be reviewed.** Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away 408-846-0228.

*Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.*

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND  
SUPPORTS WORKFORCE DIVERSITY.**