



CITY OF SUNNYVALE
Department of Human Resources
505 West Olive Ave., Suite 200
Sunnyvale, CA 94086

<https://sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Water Pollution Control Plant Division Manager**

An Equal Opportunity Employer

SALARY

\$71.50 - \$86.22 Hourly \$148,727.00 - \$179,347.00 Annually

OPEN DATE: 01/11/21

CLOSE DATE: Continuous

THE POSITION

**WATER POLLUTION CONTROL PLANT DIVISION MANAGER
Regular, Full-Time Employment Opportunity**

For the Water Pollution Control Plant Division Manager, the City of Sunnyvale:

- contributes 4% of the 7% employee contribution to CalPERS for classic members;
- contributes 2% of an employee's gross pay to a deferred compensation plan;
- provides generous retiree medical benefits, and
- provides fully employer paid medical, dental, and vision benefits.

As part of the Environmental Services Department and reporting to the Director, this position plans, organizes, directs, and coordinates the activities of the Water Pollution Control Plant Operations and Maintenance Division. This is an exciting opportunity to be a part of the Water Pollution Control Plant Rebuild – the largest capital improvement project in the history of Sunnyvale! The Plant is undergoing a complete rebuild over the next twenty years as we bring the Plant forward to meet the latest regulatory and operating standards. *The first application review will be on Monday, January 25.*

For a complete job description, click here: [Job Description](#).

ESSENTIAL JOB FUNCTIONS

(May include, but are not limited to, the following):

- Develops and implements divisional goals, objectives, policies and procedures.
- Plans, organizes and directs Water Pollution Control Plant activities and projects related to plant operations.
- Directs, oversees and participates in the development of the Water Pollution Control Plant work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

- Prepares the Water Pollution Control Plant budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers approved budget.
- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the division.
- Reviews and evaluates the operation, maintenance and repair of the Water Pollution Control Plant; performs capital improvement planning and budgeting.
- Directs the planning and implementation of technology, data management, and control system projects for the Water Pollution Control Plant.
- Represents the City in state and regional conferences, hearings, and professional meetings regarding Water Pollution Control Plant issues, policy and legislation; advocates the City's needs and requirements; works closely with other municipalities regarding regulatory issues and procedures.
- Provides guidance to subordinate managers regarding personnel problems, work priorities, administrative issues, and objectives for specific programs.
- Writes reports and make presentations to the City Council.
- Researches and prepares initial application for state and federal grants.
- Develops and implements potential new services related to Water Pollution Control Plant areas.
- Coordinates training programs within the division; works with safety coordinator on safety issues.
- Represents the division and department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary
- Researches and prepares technical and administrative reports; prepares written correspondence.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, books and documents weighing up to 10 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Education and Experience:

The minimum qualifications for education and experience can be met in the following way:
A Bachelor's degree from an accredited college or university in environmental sciences, engineering, business administration or a related field; AND

Eight years of progressively responsible supervisory experience of an environmental regulated program with at least two years at the level of a manager.

Additional second-line or higher supervisory experience in a highly related or large program may substitute for management level experience.

Knowledge of:

- Principles and operations of advanced wastewater treatment plants.
- Principles and practices of public administration and management.
- Principles of water resources research and ecology.
- Statistical methods.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management
- Office methods, procedures, software and equipment.

Ability to:

- Organize and direct Water Pollution Control Plant operations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Prepare and present technical and administrative reports, correspondence and other documents.
- Supervise, train and evaluate personnel.
- Make sound environmental and legally compliant recommendations
- Interpret applicable regulatory codes and determine fiscal and operating impact on division
- Respond to plant emergencies at any time of the day or night
- Operate a computer using word processing and business software and other office equipment.
- Communicate effectively, both orally and in writing.
- Establish and maintain and promote positive and effective working relationships with employees, other agencies, public officials and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.

Willingness to:

Attend weekend and evening meetings.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternative transportation as approved by the appointing authority and a safe driving record.

DESIRABLE QUALIFICATIONS

Experience related to the design, operation, and renovation of a wastewater treatment plant.
Possession of a Grade V Wastewater Treatment Operator's certificate.

APPLICATION AND SELECTION PROCESS

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources. The first application review will occur on Monday, January 25. Incomplete applications will not be accepted (postmarks or faxes are not accepted).

Candidates are asked to fully describe any training, education, experience, or skills relevant to this position. Electronic applications may be submitted on-line through the City's employment page at [Sunnyvale.ca.gov](https://sunnyvale.ca.gov) and click on JOBS or application materials may be submitted to the Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94086. Late or incomplete applications will not be accepted.

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of an oral examination scheduled for a date to be determined. (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

SELECTION PROCESS

Candidates who receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check as well as a medical exam (s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

ADDITIONAL INFORMATION

Positions in this job classification are represented by the Sunnyvale Managers Association (SMA).

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,
Sunnyvale, CA 94086

EXAM #21-00001

WATER POLLUTION CONTROL PLANT DIVISION MANAGER

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Water Pollution Control Plant Division Manager Supplemental Questionnaire

* 1. **Instructions for completing the supplemental questionnaire:**

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

***Responses to the supplemental questions that indicate "see resume" are considered incomplete.** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question (s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

- Yes
 No

* 2. Do you have a Bachelor's degree from an accredited college or university in environmental sciences, engineering, business administration or a related field?

- Yes No

* 3. If you answered yes to the question above, list the accredited college or university, degree, and field of study. If not, enter N/A in the space below.

* 4.

Do you have at least eight years of progressively responsible supervisory experience of an environmental regulated program?

Yes No

- * 5. If you answered yes to the question above, describe your experience in the space below. Include the number of years of experience, the name of the organization where you obtained your experience, and your role and responsibilities. If you answered no, please enter N/A in the space below.
- * 6. Do you have at least two years at the level of a manager? Additional second-line or higher supervisory experience in a highly related or large program may substitute for management level experience.
- * 7. If you answered yes to the question above, please describe your two or more years of management experience in the space below. Please include where you worked and your role and responsibilities. If you answered no, please enter N/A in the space below.
- * 8. Please describe your experience related to the design, operation, and renovation of a wastewater treatment plant. If you do not have this experience, please enter N/A in the space below.
- * 9. Do you have a valid class C California driver's license and a safe driving record?
 Yes No
- * 10. Do you possess a Grade V Wastewater Treatment Operator's certificate?
 Yes No
- * Required Question