

Internal/External Employment Opportunity
City of St. Helena, California
**Chief Plant Operator | Plant Operator III
Plant Operator I or II - Water Plant**

Annual Salary Range

Operator I:	\$59,009- \$71,726
Operator II:	\$64,880- \$78,862
Operator III:	\$68,123- \$82,803
Chief Plant Operator:	\$81,765- \$99,387



ABOUT THE RECRUITMENT

The City of St. Helena is seeking to fill two (2) openings at the Water Plant. There is one (1) Chief Water Plant Operator position and one (1) Operator position which will be filled at a I, II or III depending on qualifications. This is an internal and external recruitment. If an internal candidate is selected for any open position, the vacated position will be filled from a pool of qualified candidates identified during this 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 which includes the following classifications: Plant Operator (Water or Wastewater), Water Distribution Operator and Maintenance Worker.

Open until filled.

Application First Review: Tuesday, August 18, 2020
Interview Dates: Wednesday, August 26 & Thursday, August 27, 2020

The City of St. Helena has an exciting opportunity to fill a position in the Public Works Water Treatment Department. This is a great opportunity to become part of a team of dedicated individuals that take pride in serving the local community.

Distinguishing Characteristics: The **Plant Operator I** is the first working level class in which the incumbent learns to perform assigned duties. Initially, under direct supervision, incumbents perform the more routine Plant operator duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Plant Operator II, and incumbents may advance to the higher level after gaining experience, obtaining required certifications and demonstrating a level of proficiency that meets the qualifications of the higher level class.

The **Plant Operator II** is the journey level class responsible for a wide variety of plant operations and maintenance of the water treatment plant, and incumbents are expected to perform the full scope of assigned duties. The classification is alternatively staffed with Plant Operator III, and incumbents may advance to the higher level after gaining experience, obtaining required certifications and demonstrating a level of proficiency that meets the qualifications of the higher level class.

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 Plant Operator in that the latter is responsible for the overall operation and supervision of the water treatment program.

The **Chief Plant Operator - Water Treatment** 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 water 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 Manager¹ in that the latter is responsible for the overall management and administration of the Utilities Division.

Examples of Duties: *(include but are not limited to the following)*

- ◆ Operates , monitors and maintains all plant equipment and components, including but not limited to pumps, valves, gearboxes, fans, blowers, aerators, flow controls; reads and interprets meters, gauges and charts; maintains and upgrades mechanical and electrical systems.
- ◆ Conducts regular on-site inspections of plant and system operations making appropriate adjustment to process controls ensuring that operational problems are identified and corrected; ensures that plants are operating within safety standards established by federal, state and local laws, ordinances and regulations.
- ◆ Performs basic and skilled water and water pollution control and laboratory testing and

¹Utilities Operation Manager is not a currently filled position. This position reports to the Public Works Director who has overall administration of management and administration of the water and wastewater utilities divisions of Public Works.

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analysis; takes samples and coordinates detailed testing with outside laboratories; adheres to quality assurance programs for laboratory analysis and instrumentation; prepares and updates reports, including records and logs in compliance with state and federal mandates for reporting.

- ◆ Performs maintenance and construction work as directed on the water and water treatment system and related facilities; maintains plant facilities and grounds in a safe, clean and orderly condition; loads and unloads equipment and materials.
- ◆ Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Ability to:

- ◆ Perform heavy manual labor and mechanical repairs
- ◆ Operate assigned equipment and tools in a safe and effective manner.
- ◆ Learn the operations, services, and activities of a water treatment program.
- ◆ Learn departmental policies, procedures, rules, regulations, and unit functions.
- ◆ Learn, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- ◆ Learn the principles, practices, and materials related to the maintenance of a water treatment plant.
- ◆ Learn the operating principles of plant equipment including valves, pumps, and motors.
- ◆ Learn methods and techniques of reading and interpreting gauges, recording devices, and related monitoring systems.
- ◆ Learn to collect a variety of samples and conduct appropriate routine tests in accordance with state and federal regulations and requirements.
- ◆ Learn basic electrical principles.
- ◆ Learn principles and procedures used in the proper handling of chemicals.

Qualifications: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Plant Operator I/II/III - Water Treatment**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Plant Operator I -Water Treatment

One year of maintenance, construction or related experience equivalent to that of a Maintenance Worker I with the City of St. Helena, and a high school diploma or equivalent.

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.

Contact:

City of St. Helena Human Resources Department
Located at 1500 Main Street, St. Helena CA 94574
Telephone: (707) 967-2737 | www.cityofsthelena.org

Plant Operator II -Water Treatment

One year of experience in the operation and maintenance of a water treatment plant equivalent to that of a Plant Operator I with the City of St. Helena, and a high school diploma or equivalent.

Plant Operator III - Water Treatment

Three years of experience in the operation and maintenance of a water treatment plant, one year of which must have been while in possession of a Grade III Water Treatment Plant Operator certificate, and a high school diploma or equivalent.

Chief Plant Operator - Water Treatment

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Chief Utility Operator -Water 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 water treatment systems, at least two of which were while in possession of a Grade III Water Treatment Plant Operator certificate, and possession of a high school diploma or equivalent with 24 continuing education credits needed to renew certification.

License/Certificate:

- ◆ Possession of, or the ability to obtain, a valid class C California driver's license.

Plant Operator II - Water Treatment

- ◆ Possession of a Grade I Certificate as a Water Treatment Plant Operator from the California State Water Quality Control Board.

Plant Operator III - Water Treatment

- ◆ Possession of a Grade II Certificate as a Water Treatment Plant Operator from the California State Water Quality Control Board.

Chief Plant Operator - Water Treatment

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

Requirements:

- ◆ Follow detailed oral and written instructions.
- ◆ Compile and record data; maintain accurate and detailed logs and records.
- ◆ Respond to emergency situations outside of normal working hours.

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.

- ◆ Operate office equipment including computers and applicable software applications.
- ◆ Work cooperatively with others and contribute to a successful team effort.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain effective working relationships with those contacted in the course of work.
- ◆ Ability to work weekends.

Application and Selection Procedure:

To apply for this position please submit the following documents and forms online at CalOpps at www.calopps.org/st-helena. This is an open until filled position. First review will be August 18, 2020. Interview Dates will be held Wednesday, August 26 (Chief and/or Operator III) & Thursday, August 27, 2020 (Operator I-III). Please be sure to include the following:

- ◆ Cover letter (uploaded)
- ◆ Detailed resume (uploaded)
- ◆ City application form will be completed online through Calopps

Failure to include all three will be an incomplete application and will not be considered.

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.

Benefits:

- ◆ CalPERS defined benefit retirement: 2% at 60 formula for current members; 2.0% at 62 for new members. The employee is responsible for payment of the employee 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).
- ◆ Life Insurance.
- ◆ Deferred Compensation Plan.
- ◆ Dependent Care program.
- ◆ Employee Assistance program.
- ◆ Bereavement Pay - 3 days in state/5 days out of state
- ◆ Longevity Pay and Bilingual Pay for Spanish fluency

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.

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