



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Wastewater Operations Manager

\$8,770 - \$10,660 per month

Imagine...the opportunity to work in one of the most thriving business corridors and historic settings in Southern California, a place that is home to the fourth of California's 21 historic missions, and at a time when tremendous growth and diversity are making San Gabriel one of Southern California's prime destinations.



The Community

Founded in 1771, San Gabriel is located 10 miles northeast of Los Angeles and is the birthplace of the greater metropolitan region. Today, San Gabriel is a burgeoning community of 40,000 with several neighborhoods of aesthetic and historical significance, outstanding schools, and excellent public amenities. The heart of San Gabriel is its Mission District, a culturally rich and historic center that blends the charm of early California with a modern-progressive experience. The Mission District is home to the San Gabriel Mission and Mission Playhouse and host of several festivals and events, including the annual Dumpling & Beer Festival and Lunar New Year Festival. All of this and much more make San Gabriel a great place to live, work, and play.

The Opportunity

The Wastewater Operations Manager is an important position within the Public Works Department responsible for the maintenance, improvement, and operations of the City's gravity sewer lines and pumping stations. This position provides an exceptional opportunity for the ideal candidate to advance their career with our historic "City with a Mission." A career with the City of San Gabriel offers excellent pay and benefits along with a great location for working in Southern California.

The Ideal Candidate

The ideal candidate is a highly motivated and experienced wastewater services professional with more than five (5) years of increasingly responsible experience with coordinating and supervising wastewater programs. The ideal candidate has demonstrable leadership qualities and supervisory experience and is highly proficient in all aspects of wastewater operations and maintenance. The ideal candidate also has outstanding oral and written communication skills, interpersonal tact, judgment, and is a consummate professional and public servant.

Position Summary

Under general supervision of the Public Works Director, the Wastewater Operations Manager oversees and assists an assigned crew with the maintenance, improvement, and operation of the City's gravity sewer lines and pumping station; effectively organizes and plans work/projects, optimizes resources to ensure highly productive crews, and ensures proper care and use of tools and equipment; assists in maintaining time records, equipment and materials, and with training and evaluating staff; performs other related duties as assigned.



Education & Experience Requirements

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Associates degree in Business Administration, Public Administration, Hydrology, Environmental Science or a related field.
- Five years of increasingly responsible experience in the wastewater/environmental maintenance field, with at least two years of experience in a supervisory or lead capacity.
- Desirable: Bachelor's degree in Business Administration, Public Administration, Hydrology, Environmental Science or a related field.
- Desirable: Local government experience.

License and Certification Requirements

- Possession or the ability to obtain within twelve months of appointment a Grade Level 3 Certification in Collection Systems Maintenance may be is required.
- Possession or the ability to obtain within twelve months of appointment a NASSCO PACP/MACP Certification is required.
- Possession or the ability to obtain within six months of appointment a valid Class B California Driver's License is required.
- Ability to maintain a satisfactory driving record is required.

For more detailed information on the job duties and minimum requirements for this position, please see the attached classification specification for Wastewater Operations Manager (Appendix A).

Compensation & Benefit Summary

- **Salary:** \$8,770 - \$10,660 per month.
- **Retirement:** CalPERS Retirement with 2%@60 for “classic” PERS members and 2%@62 for new PERS members. Participating San Gabriel employees retain their existing PERS retirement formula status.
- **Health Benefits:** City paid contribution of up to **\$1,600 per month** toward employee medical, dental and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of City group insurance with proof of coverage elsewhere.
- **Alternative Work Schedule:** Alternative 9/80 or 4/10 work schedule may be allowed depending on the City’s needs and employee performance. City maintains full discretion to allow an alternative schedule.
- **457 Deferred Compensation Matching Benefit:** City provides a matching contribution of up to \$100 per month to a 457 plan for employees who opt into the plan. The matching contribution requires employees to be actively enrolled and contributing to the plan.
- **Education Premium Pay:** Employee’s in this classification who have a master’s degree from an accredited college or university shall receive \$300 per month in education premium pay.
- **Tuition Reimbursement:** City provides annual reimbursement of tuition for degree coursework at an accredited college or university in an amount not to exceed the semester tuition rate at California State University – Los Angeles.
- **Long-Term Disability (LTD) & Life Insurance:** City paid LTD and life insurance (1x annual salary).
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members, including travel assistance.
- **Bilingual Pay:** \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish. Bi-lingual pay requires review and approval by the City.
- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the employee covers all premium/out-of-pocket expenses associated with the plans, if elected (City does not contribute to these plans).
- **Leaves:**
 - Vacation: Accrue 80 hours of vacation leave per year to start. Annual accrual rate increases up to 160 hours per year pursuant to the authorized vacation accrual schedule.
 - Sick: Accrue 96 hours of sick leave per year.
 - Holiday: 96 hours of paid holiday time per year.
 - Floating Holiday: 16 hours of paid floating holiday per year (prorated for time of hire).
 - Administrative: 55 hours of administrative leave per calendar year (prorated for time of hire).
- **Annual Leave Cash-Out Options:**
 - Sick Leave Buy Back: Option to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (cash-out occurs in November of each year).
 - Vacation Buy Back: Option to cash-out up to 40 hours of unused vacation leave per year (cash-out occurs in November of each year).
 - Holiday Buy Back: May cash-out up to 8 hours of unused holiday per year (cash-out occurs in January of each year).

Application Instructions

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following four items: (1) cover letter, (2) professional résumé, (3) list of professional references, and (4) list or copies of all certifications required and/or applicable for the position (e.g., college degree/s, relevant training certification/s...etc.). Do not submit copy of Driver's License. Hard copy versions of items 1-4 will not be accepted. Failure to submit a thoroughly prepared online application along with items 1-4 may be disqualifying. To apply, please visit jobs.sangabrielcity.com.

Application Filing Deadline

The application filing deadline for this recruitment is **Thursday September 28, 2023 at 4pm or when a sufficient number of qualified applications have been submitted, whichever occurs first.** As such, please do not hesitate to apply. The most qualified applicants will be invited to an examination at a time deemed most convenient for the City. *Faxed, emailed, and/or hard copy applications will not be accepted.*

Tentative Recruitment Schedule & Exam Plan

The following is the tentative exam schedule for this recruitment. Please prepare your schedule in advance and note that the exam plan and/or schedule may be changed without notice if the City deems it necessary.

- Application Filing Period..... August 24 – September 28, 2023
- Oral Panel Interview (100% Qualifying) ... Week of October 2
- Selection Interviews..... Week of October 9
- Pre-Employment Process..... Approximately 3-4 weeks
- Target Start Date..... November 20, 2023

Pre-Employment Process

Candidates receiving a conditional offer of employment from the City for this position shall be required to satisfactorily complete a (1) supplemental application, (2) medical examination and drug screen (3) Live Scan fingerprint check, (4) work experience and education verification, and (5) professional reference check. Unsatisfactory results and/or failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment for this position.

Examination, Selection & Hiring Process

The examination, selection, and hiring process typically includes the following:

1. **Application Screening:** All submitted applications will be screened for minimum qualifications.
2. **Written Exam:** For some positions, a written exam may be administered to help assess applicants for position competency and requirements. Those meeting the minimum qualifications for the position in Step 1 will be invited to a written examination. Typically, the minimum qualifying score on the written exam is 70%. This score may be adjusted depending on the number of examinees, with percentile rankings, average scores and the number of slots available for the oral appraisal interview being used as the basis for adjusting the passing score.
3. **Oral Appraisal Interview:** Those passing Steps 1 and 2 will be invited to the oral appraisal interview. The oral appraisal interview is an assessment of the candidate's experience and preparation for the position by an impartial panel of subject matter experts. Scores from the oral appraisal interview are typically weighted 100% towards the Eligibility List for the position. Candidates must attain a minimum score of 70% on the oral appraisal interview to qualify for the Eligibility List.
4. **Eligibility List:** Those attaining a qualifying score on each of the preceding elements of the examination process will be placed on the Eligibility List for this position. Candidates on the Eligibility List are deemed qualified for the position and may be called at any time to participate in a selection

interview with the hiring department to fill a vacancy in this position. For more information on Eligibility List requirements, please see Rule VIII of the City's Civil Services Rules.

5. **Practical Exam:** The practical exam is used as a supplemental evaluation tool and is typically not scored or used for qualifying purposes.
6. **Selection Interview:** Candidates on the Eligibility List may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the position classification. A selection interview does not guarantee an offer of employment and the Department is not obligated to hire any candidate invited to a selection interview.
7. **Pre-Employment Process:** Upon a conditional offer of employment, which requires the successful completion of a selection interview and recommendation to hire from the Department, candidates shall be required to satisfactorily complete the pre-employment process. The pre-employment process typically consists of (1) supplemental application, (2) medical examination, (3) fingerprint background check, (4) work experience and education verification, and (5) professional reference check. Some positions may also require a comprehensive background check, including a security clearance. Failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment.

Disclaimer

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.

Equal Employment Opportunity

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

Human Resources Department

San Gabriel City Hall Phone: (626) 308-2802
425 S. Mission Drive Email: hr@sgch.org
San Gabriel, CA 91776 Web: www.sangabrielcity.com

APPENDIX A
CLASSIFICATION SPECIFICATION
WASTEWATER OPERATIONS MANAGER

JOB SUMMARY:

Under direct supervision of the Public Works Director, the Wastewater Operations Manager oversees all operations of the Wastewater Division; Manages and performs inspections, general maintenance and repairs to City's sewer system, storm drains and waste storage areas; plans, trains, and schedules an assigned crew engaged in such work; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Wastewater Operations Manager is responsible for the overall management of the Wastewater Division and performs highly complex maintenance, service and repairs to City sewers and storm drains. This class differs from a Maintenance Lead Person due to the level of experience and education required, complexity of work performed, direct supervision of staff, and ability to make decisions within established guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Manages and inspects the work of crews assigned to the construction and maintenance of sewers, storm drains, hazardous waste areas and F.O.G. projects; plans and coordinates the work of crews assigned to maintenance hole rehabilitation, sewer mainline rehabilitation and storm drain rehabilitation; determines work assignments and utilization of staff, equipment, and materials; and trains staff on work methods and safety procedures.
- Develops and monitors the budget for division programs and projects; attends and participates in professional group meetings; prepares staff reports; maintains a log of work activities; orders materials and supplies; obtains bids for equipment; and assists in estimating and surveying street maintenance work to be accomplished.
- Develops and maintains effective working relationships with contractors, vendors, outside agencies, the public, and City staff; confers with other professional and technical staff; coordinates work with outside agencies, contractors, and consultants; and provides sewer services and consultation to a variety of field and office personnel.
- Manages the Public Works Department Hazardous Waste Communication (HAZCOM) program which involves: Inspecting waste areas weekly to ensure they are within compliance. Maintains Safety Data Sheet (SDS) database records for all departmental chemicals used as well as, trains all staff on hazardous waste handling procedures. Prepares waste for removal and transport. Communicates and submits waste documentation to the State (DTSC) Department of Toxic Substances Control.
- Manages the City's Fats, Oil and Grease (FOG) program, as required by the Environmental Protection Agency's National Pretreatment program. Performs plan check and revisions for Grease Removal Device (GRD) installation/modification as per the California Plumbing Code. Is the City's designated FOG Enforcement Official.

- Manages storm drain maintenance and oversees routine sewer maintenance; and inspects ditches, drainage areas, easements and roadside shoulders removing weeds and debris.
- Programs and adjusts wastewater Supervisory Control and Data Acquisition (SCADA) system communication equipment and telemetry including: floats, switches, transducers, antenna boxes and PLC's.
- Operates a variety of hand and power tools and performs maintenance on such equipment and operates power driven equipment such as aerial lift trucks, dump trucks, rollers, skid steer loader, backhoe, Closed Circuit Television (CCTV) truck and sewer combination trucks.
- Coordinates work activities with other crews and City departments; develops and maintains effective working relationships with contractors, vendors, outside agencies, the public, and City staff; confers with other professional and technical staff; coordinates work with other agencies, contractors, and consultants; and provides maintenance services and consultation to a variety of field and office personnel.
- Manages and assists with traffic control for special events by placing barricades and temporary signs.
- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Equipment operations, techniques, and methods used in the construction and maintenance of sewers, storm drains, sewer lift stations, submersible pumps, centrifugal pumps, street, landscape, and facility work; common power tools and equipment used in sewers, storm drains, street, landscape, and facility maintenance; applicable federal, state, and local laws including State Department of Health and OSHA regulations; and safety orders and safe work practices related to street system construction and maintenance work.
- Ability to manage, create and modify work assignments using Computerized Maintenance Management Software (CMMS) systems. Also, experience with managing and editing GIS software such as ArcGIS Online is desired.
- Advanced knowledge of Dig Alert program and procedures.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.

- Experience using wastewater collections inspection equipment such as: CCTV, portable push camera and manhole inspection attachment are desired.
- Advanced knowledge of confined space entry procedures, fall protection equipment and lock-out/tag-out procedures is desired.

Skills/Abilities:

- Operate a variety of vehicular and mechanical equipment in a safe and efficient manner; correctly interpret and explain applicable federal, state, and local laws; and correctly interpret and apply department policies and procedures.
- Read plans and diagrams; determine materials and labor for projects; supervise groups of employees engaged in maintenance activities; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Associates degree in Business Administration, Public Administration, Hydrology, Environmental Science or a related field.
- Five years of increasingly responsible experience in the wastewater/environmental maintenance field, with at least two years of experience in a supervisory or lead capacity.
- Desirable: Bachelor's degree in Business Administration, Public Administration, Hydrology, Environmental Science or a related field.
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Licenses and Certifications:

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- Ability to maintain a satisfactory driving record is required.

PHYSICAL DEMANDS:

Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

Work is performed in a standard office setting and outside. Employee will travel to different locations and be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: July 1, 2020