



City of Sanger California

THE CITY OF SANGER IS CURRENTLY RECEIVING APPLICATIONS FOR THE POSITION OF:

PLANT MANAGER

SALARY RANGE: \$4,846 - \$5,891 per month

APPLICATIONS MAY BE FILED AT: PERSONNEL DEPARTMENT
SANGER CITY HALL
1700 7TH STREET
SANGER, CALIFORNIA 93657
OR
WWW.CALOPPS.ORG/CITY-OF-SANGER

FILING DEADLINE: Friday, February 11, 2022 by 5:00 PM

EXAMINATION: Written, Oral Board Interview, Performance Exam and/or any combination thereof

DEFINITION

Under direction, plans, organizes, and directs the activities of the Wastewater Division; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class has division-level responsibility for the administration of the City Wastewater program within general policy guidelines, responsibility for formulating policy, developing goals and objectives, supervising staff, administering the division budget, and directing day-to-day activities.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Plans, organizes, coordinates, administers and directs the work of the Wastewater Division; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Division.
- Develops and implements management systems, procedures and standards for program evaluation.

Equal Opportunity Employer

EXAMPLES OF DUTIES (continued)

- Prepares or directs the preparation of a variety of studies and reports related to current and long-range City needs and develops specific proposals to meet them.
- Directs maintenance and construction activities, including planning, estimation, scheduling, and inspection and monitoring work being performed.
- Directs the preparation and administration of the division budget.
- Directs the selection, supervision, work evaluation and discipline of division staff and provides for their training and development.
- Interprets City personnel and MOU provisions.
- Prepares or reviews reports for the Public Works Director, boards, commission and other organizations.
- Works closely with public and private organizations or individuals to explain or coordinate proposed programs.
- Responds to citizen complaints or inquiries by phone or in person.
- Coordinates the work of the division with other City divisions and departments, outside agencies or concerned citizen groups.
Ensures compliance of division activities to pertinent codes, regulations and guidelines; monitors developments related to wastewater treatment, construction and maintenance; and evaluates their impact and implements policy and procedure improvements.
- Provides technical assistance to staff.
- Prepares and maintains written records and correspondence.
- Integrates new program activities into maintenance schedules.
- Responds to hazardous waste spills on emergency basis and coordinates inter-agency response.
- Performs related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of (depending upon assignment, may require knowledge of some or all the following:

- Principles and practices of wastewater treatment.
- Administrative principles and methods, including goal setting, program development and implementation.
- Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.
- Principles and practices of budget development and administration.
- Theories, principles, techniques and equipment used in public works, and wastewater maintenance and operations.
- Safety regulations, safe work practices and safety equipment related to the work.
- Codes, ordinances and guidelines pertaining to the work.

Ability to:

- Plan, assign, and direct the operation and maintenance of a wastewater treatment plant and collection system.
- Select, motivate, and evaluate staff and provide for their training and development.
- Prepare, administer and monitor a division budget.

Ability to (continued):

- Analyze complex operational and administrative problems, evaluating alternatives and recommending or implementing effective courses of action.
- Develop and implement goals, objectives, policies, procedures, work standards and management controls.
- Prepare clear and concise records, reports, correspondence and other written material.
- Exercise independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those encountered in the course of the work.

MINIMUM QUALIFICATIONS

License required:

Driver License:

Possession of a responsible driving record and a valid Class B Driver License with the appropriate endorsements is required within 90 days of appointment, and is a condition of continued employment. Loss of the Class B License is a cause for discipline. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis. Possession of a valid California Class A Driver License with appropriate endorsements is required for some assignments.

Certificate:

Possession of a Wastewater Treatment Plant Operator Grade III Certificate. A Wastewater Treatment Plant Operator Grade IV Certificate is desirable.

Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

Experience:

Five years of increasingly responsible wastewater treatment operation and maintenance experience which includes a minimum of two years supervision experience.

Education:

Completion of the twelfth grade supplemented by college level coursework in civil engineering, construction or a closely related field.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Strength: Heavy Work – Lifting, carrying and/or pushing 100 pounds with frequent lifting and/or carrying of objects weighing up to 60 pounds.

Must be willing to be on a 24-hour emergency call-out list. May be assigned a pager during non-working hours and holidays. Must be willing to work in all weather conditions and confined spaces, climbing ladders to service lift stations and sewer lines as necessary with exposure to unpleasant odor and potentially hazardous conditions.

SELECTION PROCEDURE

Applications received by the filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process - which may be any combination of written, oral and/or performance exams. Appointment is subject to successfully passing a background and criminal history check. Before starting work, applicants must present documentation of their identity, authorization to work in the United States, and California Department of Motor Vehicles driving record. Following appointment, a minimum six-month probationary period is required as the final phase of the selection process.

APPLICATION PROCESS

Applications are available at Personnel Department, City Hall, 1700 7th Street, Sanger, CA 93657 or www.calopps.org/city-of-sanger. Applications must be complete and received prior to the filing deadline. **POSTMARKS ARE NOT ACCEPTED.**

Resumes will not be accepted in lieu of a completed application. All statements made on the application are subject to verification; false statements will be cause for disqualifications or discharge.

AN EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES & HANDICAPPED INDIVIDUALS ARE
ENCOURAGED TO APPLY

Note: 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. Questions regarding this announcement may be directed to the City of Sanger Personnel Department.