



City of Pacifica

Invites you to apply for
the position of:

Plant Manager Calera Creek Water Recycling Plant



Salary Range:
\$138,252 - \$162,180 Annually

Closing Date:
February 2, 2024 by 5:00 PM

Mission Statement

The City of Pacifica provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community

The Community

Over half of the land in this small city is protected open space with numerous city, county and state parks. More than one thousand acres belong to the famed Golden Gate National Recreation Area. These bountiful parklands give Pacifica a spaciousness rarely found in suburban areas, yet it is only three miles from San Francisco's southern border and less than 20 minutes to downtown. The natural world of beaches, headlands and hills provides a wide range of recreational opportunities. These include surfing, scuba, fishing, paragliding, hiking, birding, mountain biking, boating and horseback riding. Pacifica also offers golf, tennis, bowling, archery and loads of team sports. Several miles of coastal and ridgetop trails tie Pacifica to neighboring communities.

The Organization

The City of Pacifica is a general law city and operates under the Council/Manager Form of Government. Legislative authority is vested in a five member City Council elected at large, one of which is appointed Mayor by the Council. Key City Council commissions and committees include: the Planning Commission, Parks Beaches and Recreation Commission, Open Space and Parkland Advisory Committee, Library Advisory Committee, Beautification Advisory Committee, Economic Development Committee, and the Emergency Preparedness & Safety Commission.

The Department

The Public Works Department is responsible for maintaining and repairing the City's infrastructure and wastewater treatment operations in an efficient and cost-effective manner while providing a high level of customer service and a safe work environment for city employees. The Department maintains parks, playing fields and medians and keeps streets and trails clean and well-maintained. It is organized into three divisions including Wastewater Treatment Operations, Field Services and Engineering. The Wastewater Treatment Operations includes the operation of the wastewater treatment and water recycling treatment plant and management of the collection system. Field Services oversees the maintenance of city streets, parks, trees, vehicles and public facilities. The Engineering Division manages public infrastructure projects, transportation planning and maintenance and repair of the City's infrastructure. The Public Works Department is supported by 56 full-time staff with 29 in the Wastewater Division. The Wastewater Division has an annual operating budget of \$14 million along with a FY2022-23 CIP appropriation of \$ 10.1 million.

The Calera Creek Water Recycling Plant

The **Calera Creek Water Recycling Plant** ("the Plant") was designed in 1991 and became operational in 2000. The Plant is designed to treat an average daily dry weather design flow of 4 million gallons per day (MGD) and a peak hourly wet weather discharge capacity of 20 MGD to Calera Creek. It employs an innovative sequencing batch reactor (SBR) that combine the basins for aeration and clarification, which are separate basins at conventional wastewater treatment plants. Moreover, the Plant was one of the first fully automated plants in the San Francisco Bay Area designed for nutrient removal and helped pioneer the use of ultraviolet (UV) disinfection for wastewater effluent in California. Furthermore, it was also one of the first plants using ATAD technology (autothermal thermophilic aerobic digesters) for the generation of Class A sludge in California.



The Position

Under the general direction of the Deputy Director of Public Works (Wastewater), the Plant Manager plans, directs and organizes the operation, maintenance and preventive maintenance of the wastewater treatment plant at the Calera Creek Water Recycling Plant (Plant) to ensure efficiency and compliance with the Plant's NPDES permit. This position is responsible for the supervision and performance of wastewater operator, lab personnel, wastewater maintenance and electrical/instrumentation staff. Moreover, it also requires coordination with the Collection System group to guarantee success of the Wastewater Division as well as coordination with other departments, divisions and outside agencies. **The Plant Manager will act as the Chief Plant Operator as assigned, and perform related duties as required.**



The Ideal Candidate

- Plans, organizes and manages the operation, maintenance and repair of the City's wastewater treatment facility and equipment.
- Develop and implement division goals, objectives, work plans, reports, policies and procedures.
- Coordinates with Wastewater Engineering Division in development and implementation of Capital Improvement Program (CIP) for the wastewater treatment plant facility and processes.
- Monitor operations to assure that operating procedures are followed.
- Manage regulatory agency reporting.
- Coordinate treatment plant response to emergency situations.
- Oversee the preventative maintenance program.
- Attend meetings with outside agencies and organizations to help develop solutions to problems or issues of mutual concern; participate in outside community groups and professional groups and committees; provide technical assistance as needed.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Prepares and presents reports to the City Council and members of the public, as required.
- Upholds the principles and practices of management necessary to direct the Public Works Department Wastewater division, including selection, training, supervision, and evaluation of employees and techniques used to motivate subordinate personnel, maintain high employee morale, and promote teamwork.
- Assist in developing and administering the annual operating budget for the division, recommend budget transfers, expenditures and purchases.

Minimum Qualifications

Education and Experience:

- College level course work in environmental science, civil engineering, or related field. (Substitution: Additional years related experience may substitute for education on a year-for-year basis.
- Five years of progressively responsible administrative and supervisory related experience in Wastewater Treatment at a public agency. Extensive experience in maintenance/operation of wastewater treatment equipment and processes such as activated sludge process and ultra-violet disinfection system highly desirable with two years of supervisory experience.

Licenses Required:

Must possess a valid California Class C driver's license and have a satisfactory driving record. Possession of a current **Grade IV Wastewater Treatment Plant Operators Certificate or higher** as issued by the California Water Resources Control Board is required. Substitution: Grade III certification and proof of eligibility of Grade IV certification exam qualification may be considered. Grade IV Wastewater Treatment Plant Operator Certificate will be required within one-year of appointment.



Benefits and Compensation:

Benefits. The City of Pacifica provides a highly competitive compensation and benefits package that includes the following:

Retirement

The City contracts with CalPERS to provide a retirement plan that utilizes the formula of 2.5% @ 55 for "Classic members" or 2% @ 62 for "PEPRA members." Classic Members contribute 8% employee contribution plus 2.5% employer cost share for a total contribution of 10.5%. PEPRA members pay 6.75% employee contribution plus 2.5% employer cost share for a total contribution of 9.25%. The City does not participate in Social Security.

Insurance

The City provides its employees with a medical insurance allowance that allows employees to purchase medical insurance through either Teamsters Union #856 Health and Welfare or CalPERS medical benefits plan. Some plans require employee contributions. Employees with proof of qualifying health insurance coverage through another group health plan may qualify for a "Health In-Lieu Payment" when declining city coverage. The City contributes toward a dental insurance plan and vision plan for employee and all eligible dependents.

The City pays premiums for:

- Life insurance premium in the amount of two (2) times annual salary up to \$200,000
- Long term disability insurance (to begin sixty days after onset of non-work-related illness or injury)

Deferred Compensation: May participate in the 457 deferred compensation plan with one of three offered plans.

Vacation: Accrual begins at ten (10) days annually and increases based upon years of service.

Sick Leave: Twelve (12) days per calendar year

Administrative Leave: 72 hours per fiscal year

Holidays: Thirteen (13) holidays (includes two floating holidays pro-rated based upon hire date) per year

Union and Probation: Position is a member of Teamsters Local 350 and serves a twelve (12) month probationary period.

For additional information please view our Employee Information page at http://www.cityofpacific.org/depts/asd/hr/employee_information/default.asp

Long-Term Disability Insurance and Life Insurance: City provides paid long-term disability and life insurance coverage through Voya Financial, and an Employee Assistance Program through MHN.

Anyone requiring auxiliary aids or services to attend or participate in the examination should contact the Human Resources Department at least (7) seven working days in advance to arrange for accommodation.



How to Apply:

To be considered for this employment opportunity, please complete the City Application and include your cover letter and resume by going online to Calopps to complete your application: <https://www.calopps.org/>

Inquiries pertaining to the recruitment, the application process or additional information about the position, or the City, may be directed to hr@pacifica.gov Successful candidates will be invited to participate in an oral panel examination with a final interview with the Public Works Director and Deputy Public Works Director. *(References will not be contacted until the applicant is seriously considered.)* Oral panel tentatively scheduled for Thursday, February 15, 2024. Final Interview will be scheduled the week of February 19, 2024.

The City of Pacifica provides Equal Employment Opportunity to all applicants regardless of sex, race, color, marital status, religion, ancestry, national origin, medical condition, disability, age, sexual orientation.

