



City of Sunnyvale

Water Pollution Control Operations Manager

SALARY	\$74.14 - \$92.67 Hourly \$154,202.00 - \$192,753.00 Annually	LOCATION	Sunnyvale, CA
JOB TYPE	Full-Time	JOB NUMBER	24-00159
DEPARTMENT	Environmental Services	DIVISION	WPCP Operations
OPENING DATE	07/15/2024	CLOSING DATE	8/15/2024 5:00 PM Pacific

Description

WATER POLLUTION CONTROL OPERATIONS MANAGER REGULAR FULL-TIME EMPLOYMENT OPPORTUNITY

Under the direction of the Water Pollution Control Plant (WPCP) Division Manager the Water Pollution Control Operations Manager plans, organizes, directs, and administers the operation of the City's Grade V Water Pollution Control Plant; supervises and coordinates the work of subordinates to ensure compliance with federal, state, and local requirements for wastewater treatment, production of recycled water, and air emissions from plant processes. May direct the administration of the Water Pollution Control Plant in the absence of the Water Pollution Control Plant Division Manager or when so designated; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a management position which involves responsibility for the overall operation of the Water Pollution Control Plant in accordance with regulatory agency requirements and administrative procedures prescribed by the Environmental Division Manager. Immediate supervision is exercised over assigned subordinate personnel. The position requires initiative and dependability with a willingness to be original in approach, adaptable, and to provide decisive leadership.

Essential Job Functions

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

- Manages all functions associated with the ongoing operation and process control of the Water Pollution Control Plant.
- Provides leadership and direction for the Operations Section.
- Manages, develops, and monitors the Operations budget, and any related program budgets, and allocates resources to accomplish program goals and service levels consistent with the City's planning and budget system. Through the City's fundamental planning and budget system, a wide variety of processes are integrated and used for long range strategic planning, short term action planning, and performance reporting and evaluation.
- Establishes organizational controls to measure performance against approved performance objectives; ensure implementation of these objectives.
- Prepares and administers the operational budget and supervises expenditures from that budget.
- Recruits, selects and trains or facilitates training for Operations staff, including coaching and counseling; evaluates staff performance.

- Assigns and delegates work in order to meet performance objectives and provides guidance to assist staff performance.
- Motivates staff and recognizes and rewards exceptional performance; serves as mentor to staff to help promote their professional development.
- As needed prepares reports submitted to regulatory agencies.
- Evaluates, updates, and approves standard operating procedures (SOPs) and other documents used to guide subordinate personnel in the performance of their duties.
- Balance the Plant energy need and power generation with industry standard best management practices.
- Implements the safety program and energy and chemical conservation programs for the Operations staff.
- Ensures all process treatment units associated with plant operations and process control are in conformance with National Pollution Discharge Elimination System requirements, California Code of Regulations Title 22 requirements for recycled water production, and Bay Area Air Quality Management District requirements for air emissions.
- Implements safety rules, regulations, and emergency procedures, and ensures subordinates are properly trained.
- Keeps abreast of state and federal laws, regulations, and professional developments as they affect the operations program.
- Prepares official reports, studies and correspondence.
- Prepares and delivers formal presentations to City Council, governmental agencies and members of the public.

Other Functions

- May direct the administration of the Water Pollution Control Plant in the absence of the Water Pollution Control Plant Division Manager, or when so designated.
- Provides direction and guidance to subordinate personnel in the preparation of purchase requisitions and technical specifications for operations equipment and materials.
- Acts as liaison amongst plant operations, maintenance, laboratory, compliance inspection, and support services programs.
- Performs the functions of the Shift Supervisor as necessary
- Performs other duties, as required.

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 individual 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 a subject related to wastewater treatment; AND Seven years of experience in the operation of a Wastewater treatment plant, of which at least two years has been spent at the level of Shift Supervisor or higher (as defined in the State Water Resources Control Board Regulations for Wastewater Treatment Plant Operator Certification and at a Plant Classification of Grade III or above).

OR

An Associate's Degree from an accredited college or university in a subject related to wastewater treatment; AND

Ten years of experience in the operation of a Wastewater Treatment Plant, of which at least five years has been spent at the level of a Shift Supervisor or higher (as defined in the State Water Resources Control Board Regulations for Wastewater Treatment Plant Operator Certification and at a Plant Classification of Grade III or above).

Thorough knowledge of:

- Modern Water Pollution Control Plant operation practices and techniques.
- State and federal laws governing the operation of Grade V Water Pollution Control Plant.
- Techniques of long-range planning and implementation of plans.

- Principles and techniques of leadership, management and supervision.
- Principles of public sector finance and budgeting.
- Principles of lab analysis for wastewater treatment and process control.
- Personal computers, spreadsheet management, word processing software applications.
- Computerized Maintenance Management Systems (CMMS) and their application to cost-effective operations and maintenance.
- Supervisory Control and Data Acquisition (SCADA) control and reporting applications.

Skill in:

- Managing the operation of a Water Pollution Control Plant.
- Supervising subordinate personnel with effective use of motivational and team building techniques.
- Long-range planning of complex projects and establishing milestones to meet performance objectives.
- Preparing and managing complex budgets.
- Capital project planning and coordination of operational needs during construction of projects.

Ability to:

- Work with, in, and around influents containing industrial wastes, plant process chemicals, hazardous materials, and residential sewage.
- Establish and maintain effective working relationships with co-workers, subordinates, city personnel in other divisions and departments, regulatory agency personnel, vendors, contractors and the general public.
- Effectively manage conflicting priorities and meet completion deadlines.
- Occasionally perform duties for periods longer than the normal eight-hour work day or more than five days per week, or both.
- Respond to plant emergencies at any time of the day or night.
- Follow instructions and procedures.
- Perform the essential functions of this classification.

Licenses/Certificates

Possession of a State of California Water Resources Control Board Grade V Certificate is required and maintenance of Grade V certification is a condition of continued employment.

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.

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 no later than **5:00 pm on Thursday, August 15, 2024**. 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 and click on JOBS. 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.

Agency

City of Sunnyvale

Address

456 W. Olive Avenue

Sunnyvale, California, 94086

Phone

408-730-7490

Website

<https://sunnyvale.ca.gov>

Water Pollution Control Operations Manager Supplemental Questionnaire

***QUESTION 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 education, work experience, Certificates/Licenses section of the job application form. Please note the information provided in the supplemental question will not be accepted in lieu of completing the work experience section of the application.**

Resumes may be attached, but they will not be accepted in lieu of completing the work 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

*QUESTION 2

Please select the option that best describes how you meet the minimum qualifications for this job. A Bachelor's Degree from an accredited college or university in a subject related to wastewater treatment; AND Seven years of experience in the operation of a Wastewater treatment plant, of which at least two years has been spent at the level of Shift Supervisor or higher (as defined in the State Water Resources Control Board Regulations for Wastewater Treatment Plant Operator Certification and at a Plant Classification of Grade III or above). An Associate's Degree from an accredited college or university in a subject related to wastewater treatment; AND Ten years of experience in the operation of a Wastewater Treatment Plant, of which at least five years has been spent at the level of a Shift Supervisor or higher (as defined in the State Water Resources Control Board Regulations for Wastewater Treatment Plant Operator Certification and at a Plant Classification of Grade III or above). N/A - I do not have this experience.

- Bachelor's Degree and 7 years of experience, with at least 2 years at the level of Shift Supervisor or higher.
 Associate's Degree and 10 years of experience with at least 5 years at the level of Shift Supervisor or higher.
 N/A

*QUESTION 3

Please describe your experience with management and operations at a water pollution control plant. In your response, please include the number of years of experience, the name of the agency you worked for, and your role and specific responsibilities within the organization. Enter "N/A" if you do not have this experience.

***QUESTION 4**

Do you have a valid class C California driver's license and a safe driving record?

- Yes
- No

***QUESTION 5**

Do you possess a Grade V Wastewater Treatment Operator's certificate?

- Yes
- No

* Required Question