

## The Community

The City of Pinole is located in the San Francisco Bay Area, on the shores of San Pablo Bay in West Contra Costa County. Interstate-80, which traverses the City, connects the San Francisco/Oakland metropolitan area with Sacramento and points East. Pinole is linked to central Contra Costa County including the cities of Martinez, Concord, and Pleasant Hill by State Route 4, which begins just north of the City and connects with Interstate-680.

The City of Pinole has a land area of more than four square miles; much of the land has gently rolling hills with steeper hills paralleling on the north and south. Elevation in the City ranges from sea level to 500 feet above sea level.



## Application & Examination Process

You may obtain an application by visiting City Hall ( 2131 Pear Street ) during regular office hours or by visiting our website ( [www.ci.pinole.ca.us](http://www.ci.pinole.ca.us) ).

Your original application must be received in Human Resources by the final filing deadline, unless the position is listed as a CONTINUOUS recruitment— **faxes, emails, and post-marks are not acceptable**. You may supplement your application with a resume, but a resume alone will be rejected. Deliver or mail your application to Pinole City Hall, 2131 Pear St., Pinole, CA 94564.

Applicants appearing to have the best combination of training and experience will be invited to participate in the examination process. The examination process may consist of any of the following: written exercise, aptitude test and/or oral interview. The City reserves the right to utilize alternative testing methods if deemed necessary.

Appointment is subject to passing pre-employment screening services.

**The Final Filing Deadline for  
this position is:  
THURSDAY, AUGUST 10, 2017  
at 4pm**



The City of  
Pinole, California,  
Invites Applications for

# WWTP Operations Supervisor

**AFSCME LOCAL 512 MOU**



## The Department

The Wastewater Treatment Plant (WWTP) operates within the City's Public Works Department, processing effluent to a combined population of 40,000.

## The Position

The Wastewater Treatment Plant Operations Supervisor (OS) receives general supervision from the Wastewater Treatment Plant Manager, although the OS has some independence of action to meet changing operational conditions.

The OS is the working-supervisory level in the wastewater treatment plant operations series, providing work oversight, supervision and review to staff in addition to performing work in all operational and maintenance areas, depending upon the immediate needs of the City. Successful performance of the work requires a high degree of technical and regulatory knowledge to ensure that all plant operations and laboratory activities are in compliance with NPDES requirements. This class is distinguished from Wastewater Treatment Plant Manager in that the latter has mid-management responsibility for all facility operations, laboratory activities and equipment maintenance and repair.

## Qualifications

- Equivalent to graduation from high school
- Successful completion of training required by the California State Water Resources Control Board and four years of experience in operating and performing routine maintenance to facilities and equipment in a secondary wastewater treatment plant.
- Must possess a Grade III Treatment Plant Operator certificate issued by the California State Water Resources Control Board.
- Must possess and maintain a valid California Class C Driver's License and a satisfactory driving record. Must obtain a class B driver's license prior to completion of the probationary period.

## Duties

- Plans, organizes, assigns, supervises and reviews the work of staff to ensure that work is completed in a safe and appropriate manner and within regulatory requirements.
- Trains staff in work procedures and methods; evaluates the work of staff, provides input into work selection and disciplinary procedures.
- Oversees laboratory testing activities; prepares or directs the preparation of regulatory reports and ensures their timely submission to the Wastewater Treatment Plant Manager.
- Contacts vendors and service contractors regarding prices, delivery and services for materials, chemicals, supplies and equipment; negotiates and administers contracts for contractors and suppliers.
- Inspects the plant for safety violations; ensures that safety procedures are followed and the safety equipment is worn; makes periodic safety presentations to plant staff.

## Benefits and Pay

**Annual salary of \$77,185—\$93,819**

**Retirement:** Benefit based on CalPERS membership status at time of hire:

- Classic\* PERS Member: 2.5% @ 55. Employee pays 18.47% (8% Employee Rate, plus 10.47% of the FY 17/18 Employer Rate).
- New\* PERS Member: 2% @ 62. Employee and Employer each pay 6.25%.
- *as defined by CalPERS.*

**Health Insurance:** Selection from PERS Medical Plans; in 2017, the City will pay up to the 2016 Kaiser rates, based on family status. Retiree medical benefits are available.

**Dental/Vision Insurance:** City pays the entire premium for family coverage.

**Life Insurance:** City pays the entire premium for \$40,000 term life and AD&D policy.

**Vacation:** Earned at 8-16 hours/month depending on years of service.

**Sick Leave:** Earned at 8 hours per month.

**Holidays:** 11 paid holidays plus 12 hours of floating holiday.

**Long Term/Short Term Disability:** City pays total premium.

**Deferred Comp. Plan:** Offered by City through ICMA.

Please refer to the City's website for the job description and additional benefit information.