

WASTEWATER DIVISION MANAGER

ANNUAL SALARY: \$116,331.60-\$141,396.96

**2% SALARY INCREASE EFFECTIVE JUNE 21, 2022
&
GENEROUS BENEFITS**





THE COMMUNITY

The City of "Water, Wealth, Contentment, and Health" is a community of proud of its vibrant citizenry, abundant traditions, and multicultural lifestyles.

In the heart of California's great Central Valley lies the City of Modesto, an attractive, charming, and vibrant community exceeding 200,000. The city of "Water, Wealth, Contentment, Health" has long been known for its attractive amenities and convenient location in Northern California. Modesto is blessed with mild weather year-round and some of the world's most fertile soil. As the seat of Stanislaus County government, Modesto has a rich agricultural history and has worked hard to diversify its economy. The quality of life in Modesto is one of its most attractive features. Many urbanites have relocated to this welcoming community, attracted by its small-town atmosphere with big city amenities, reasonable housing prices, reputable school districts, and protected open spaces. Modesto is frequently cited as an ideal community in which to live and raise a family.

Featuring over 60 parks and recreation areas within the city, Modesto takes advantage of its appealing climate, and is home to many celebrations and activities year-round. A town of diverse cultures, Modesto serves as the principal entertainment center for the Central Valley with a variety of venues, including the Modesto Symphony Orchestra, Modesto Civic Theater, the recently refurbished State Theatre, and the Modesto Nuts Class A baseball team. The centerpiece for Modesto arts and culture is the two-auditorium Gallo Center for the Arts that opened in the Fall of 2007.

If your tastes run more to the adventurous side, there is rafting on the Stanislaus River, bike trails throughout Modesto, horseback riding at area ranches, and outdoor in-line skating or skateboarding at Modesto's newest skate park. You can explore the regional mall or local shopping centers, picnic in one of the many parks, visit the McHenry Museum, play a round of golf, or just bask poolside in the warm sunshine.

Modesto has long been known for its convenient location in Northern California, emphasized by the numerous recreation areas nearby: Lake Tahoe, Yosemite National Park, the San Francisco Bay Area, the Silicon Valley, and California's world-renowned wine country. Sacramento, California's Capital City, is just 70 miles north. Part of California's fertile Central Valley, which stretches 300 miles through the center of the state, Modesto is located in the heart of one of the greatest agricultural areas of the nation. Dairy products, almonds, apricots, melons, tomatoes, wine grapes, peaches, walnuts, and poultry products are some top local commodities.

Modesto boasts an outstanding public-school system; for higher educational opportunities, the City is home to one of the first established Junior Colleges in California, with the University of the Pacific and California State University, Stanislaus in close proximity. The new University of California, Merced campus is within a 55-minute commute. Major employers in the area include Stanislaus County, E & J Gallo Winery, Modesto City Schools, Memorial Medical Center, Doctors Medical Center, Kaiser Permanente, City of Modesto, and Modesto Junior College.

THE DIVISION



The Wastewater Division is split into five (5) sections:

Collections

The Collections section ensures that wastewater flows from homes and businesses through a network of underground pipes to the City's treatment facilities. They maintain the wastewater pipes in the street, perform necessary maintenance to keep the water flowing, and handle customer service along the way.

Operations

The Operations section receives and treats the wastewater to meet stringent effluent requirements mandated by the State of California so that it is safe to be returned to the environment. In order to make the wastewater safe for various agricultural and environmental uses, it goes through preliminary, primary, secondary, and mainly tertiary treatment, depending on its designation. The City of Modesto owns and operates two wastewater treatment facilities: Sutter and Jennings. Modesto's wastewater is treated to meet the stringent Federal and State regulatory requirements. An average of 20 million gallons of Modesto's wastewater is treated per day at Sutter, and nearly 15 million of those gallons are further treated at Jennings to tertiary (recycled water) levels with the remaining 5 million gallons used for ranch irrigation.

Maintenance

The Maintenance section ensures that all wastewater equipment is well-maintained and functional for continuous service. This includes pumps, motors, all electrical, chemicals, and the inner workings of each treatment facility.

Environmental Compliance Services

Environmental Compliance Services is committed to ensuring a more vibrant community. To keep the City's wastewater safe for eventual reuse in irrigation, the section inspects and monitors the discharge from businesses and industries that goes into the sanitary sewer. They also inspect and monitor compliance with the City's Stormwater Permit to prevent the pollution of urban stormwater. Environmental Services uses an in-house State-certified laboratory to analyze samples.

Administration

Oversees the general management of the administration section in Wastewater Services. Administration is responsible for personnel, oversees the department budget, and supports the development of utility rates and fees.

THE POSITION

THE POSITION RECEIVES direction from higher level management or department head staff and exercises direct and/or indirect supervision over assigned supervisory, technical, operations and maintenance, and administrative support staff.

Responsibilities include:

- Plan, organize, and direct Wastewater Division activities including overseeing the maintenance and operations of City wastewater collection and treatment facilities, and environmental compliance.
- Develop and implement divisional goals, objectives, policies, and procedures.
- Direct, oversee, and participate in the development of the Wastewater Division work plan; assign work activities, projects, and programs; monitor workflow review and evaluate work products, methods, and procedures.
- Prepare the Wastewater Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Identify and initiate needed capital improvement projects; review capital improvement plans related to the assigned services and provide input regarding future maintenance activities.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance, as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Observe and maintain a safe working environment in compliance with established safety programs and procedures.



THE IDEAL CANDIDATE

THE IDEAL CANDIDATE has demonstrable direct, broad-based experience in wastewater management. Knowledge and oversight of critical areas such as: collections, operations, maintenance, environmental compliance, and wastewater facilities. The ideal candidate will possess the ability to lead 130 full time employees in various capacities. This is a newly created position, the successful candidate will effectively work with existing superintendents to ensure the success of the division.

The Wastewater Division Manager must be able to:

- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Plan, organize, and direct Wastewater Division activities including overseeing the maintenance and operations of City wastewater collection and treatment facilities, and environmental compliance.
- Identify and initiate needed capital improvement projects; review capital improvement plans related to the assigned services and provide input regarding future maintenance activities; as well as the ability to administer the approved budget.
- Represent the Wastewater Division well and make effective presentations in public situations including City Council meetings and other community meetings in the absence of the Utilities Director or as assigned.
- Be diplomatic, inclusive and able to coach and mentor Wastewater staff; including supervising, training, and evaluating staff.
- Have a strong aptitude for clear, concise, and direct communication, as well as the ability to succinctly summarize complex information in an easy to understand manner.
- Have a leadership style that is characterized by integrity, ethical decision making, responsibility, and collaboration.
- Be a skilled and organized manager who will promote an atmosphere of teamwork and professional development.
- Possess strong interpersonal communication skills and be approachable and exhibit a high level of emotional intelligence.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE

- Five years of increasingly responsible experience in wastewater, including full understanding of the operation and maintenance of a wastewater treatment plant and/or wastewater collection systems, including two years of supervisory responsibility.

TRAINING

- Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, environmental science, construction technology, or a related field.

LICENSE OR CERTIFICATE

- Possession of, or the ability to obtain, a valid California driver's license.

Applicant should possess one, or more, of the following:

- Grade IV or higher Wastewater Treatment Plant Operator Certificate issued by the State of California State Water Resources Control Board or equivalent, and/or,
- Certificate of Registration as a professional civil engineer in the State of California, or obtain one within twelve (12) months of appointment, and/or,
- Grade IV certificate in Collection System Maintenance by the California Water Environmental Association.

(If, you are on out-of-state candidate, certifications will be reviewed on a case-by-case basis to assess certification equivalence. Out-of-state candidates will also have a (12) month period to obtain at least one of the above certifications).

COMPENSATION & BENEFITS

MOU REPRESENTATION:
Modesto Confidential and Management Association (MCMA)

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For a detailed explanation of benefits currently in effect please see the Memoranda of Understanding.

BENEFITS OFFERED:

PUBLIC EMPLOYEES' RETIREMENT SYSTEM: CalPERS enrollment in either the 2% @ 60 or the 2% @ 62 formula is dependent on eligibility, as per AB 340. Employee pays the full member contribution. Retirement benefit is based on the employees three year final compensation average. The City does not participate in Social Security except for the required 1.45% Medicare contribution by both the City and the employee (applies to employees hired after 4-1-86).

HOLIDAYS: 10 paid holidays per year plus 8 hours holiday credit.

MANAGEMENT LEAVE: 80 hours per year for positions exempt from overtime.

VACATION: Accrued at the rate of two weeks during the first year, increasing to five weeks during the 21st year of service.

SICK LEAVE: Accumulated at 8 hours per month, 96 hours per year. Employees may accumulate up to 2,200 hours.

MEDICAL INSURANCE: Health, dental and vision coverage is provided. The City's monthly contribution to health, dental and vision benefits is based on a three-tier system as follows:

\$ 1635.00 Employee + Family

\$ 1157.00 Employee + 1 Dependent

\$ 648.00 Employee Only

\$ 450.00 Opt Out

The employee pays the balance. An employee who opts out of health coverage receives the amount noted above minus dental and vision premium on their paycheck and treated as taxable income. Dental and vision coverage continuation is available upon retirement.

DEFERRED COMPENSATION: With a matching contribution by the employee, the City will contribute 1.5% of salary, increasing to 2.5% at 9+ years of service, to a voluntary 457 Plan.

RETIREE HEALTH SAVINGS ACCOUNT (RHS): \$2,400 initial deposit provided upon completion of a two (2) year vesting period, after initial contribution is made, the City shall contribute \$100 per month

LIFE INSURANCE: Coverage in the amount of \$120,000 is provided by the City. Supplemental coverage is available at employee cost.

DISABILITY INSURANCE: Coverage is provided by the City, at City cost. This benefit pays 66 2/3% of the first \$12,000 per month in salary.

EDUCATIONAL INCENTIVE: Master's Pay in the amount of 2.5% of salary is available to employees with one year of service who possess a Master's Degree (or Juris Doctor) from an accredited college.

BILINGUAL INCENTIVE LEAVE: Employees who pass a review panel and are needed in this capacity by the department, will receive 3 hours of Bilingual Leave Time per pay period into their Compensatory Time Off (CTO) balance.





THE SELECTION PROCESS

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING REQUIRED ITEMS:

- Resume
- Cover Letter
- A list of three (3) professional references

Applications that do not include all required items are incomplete and will not be considered.

[CLICK HERE TO APPLY](#)



Koff & Associates

A Gallagher Company

Email questions to:

jboudreaux@koffassociates.com or at 510-901-0044

**THIS IS AN OPEN RECRUITMENT; THE FIRST APPLICANT REVIEW PERIOD
WILL TAKE PLACE MONDAY, JULY 18, 2022, at 5PM.**

The City of Modesto is an equal opportunity employer encouraging workforce diversity.