



ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY

MT. VIEW SANITARY DISTRICT

MARTINEZ, CA • FOUNDED 1923

Wastewater Operations Manager



Koff & Associates
A Gallagher Company

The Mt. View Sanitary District (MVSD) provides wastewater collection, treatment, and disposal services for the central portion of the City of Martinez and adjacent unincorporated lands to the northeast. The population size is approximately 21,000, with projections to reach 22,087 by 2030 with an average annual growth rate of 0.9 percent. The customer base is currently an estimated 10,500 dwelling units with 281 commercial businesses; approximately 97 percent residential by parcel and 76 percent by flow.

Originally constructed in 1952, MVSD's Wastewater Treatment Plant has had construction improvements, which increased its current capacity to 3.2 million gallons per day (mgd). The plant is an Advanced Secondary Class III treatment facility, that uses trickling filters for nitrification, sand filtration, and UV disinfection. Digested sludge is dewatered using a centrifuge. The resulting biosolids are transported either to a landfill for use as alternative daily cover or to a facility for thermal hydrolysis processing. The Treatment Plant effluent discharges into the District's constructed wetland. The process of secondary treatment began in 1968 with the addition of a secondary clarifier, digester, thickener, and high-rate biofilter. In 1974 the District reclaimed/constructed valuable wetlands (Moorhen Marsh) to accommodate a shallow water discharge providing a net environmental benefit.

MVSD provides wetlands programs within the 21-acre constructed Moorhen Marsh and the 130-acre McNabney Marsh. The District offers environmental education programs as well as recreational use for residents. District staff maintain a strong working relationship with the Board of Directors and surrounding community. MVSD totals 20 full-time staff members. The culture is friendly and collaborative, with leaders implementing open-door policies; being readily accessible to staff and the public. The team takes pride in its community relationship, often using a "we can work it out together" philosophy.



THE OPPORTUNITY

Under general direction from the District Manager and/or Assistant District Manager, the Wastewater Operations Manager directs the operation, maintenance and staff activities of the wastewater collection system, wastewater treatment plant, and marshes; serves as the wastewater treatment plant Chief Plant Operator (CPO); plans, schedules, assigns, coordinates, monitors, and provides technical input for assigned wastewater collection system and treatment plant operations, maintenance, and repair projects and other special programs; provides responsible technical assistance to the District Manager, Assistant District Manager, and direct reports Plant Supervisor, and Collections Maintenance Lead; performs a variety of technical tasks relative to the operations and maintenance of the District's wastewater facilities and systems; and performs related work as required.

KEY RESPONSIBILITIES

Will serve as the Chief Plant Operator, participate in equipment assessment and CIP development, and support the progress of capital projects by timely review and approval of Methods of Performance (MOPs) from the construction contractor.

Plans, organizes, assigns, supervises, and reviews the work of assigned staff in wastewater operations and maintenance.

Is responsible for the timely completion of Performance Evaluations for all operations staff that include developmental and performance goals for the next evaluation period.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.

Investigates field conditions, recommends solutions, and works with the District Engineer to resolve facility problems.

Directs modifications of the treatment processes with the technical advice and recommendations of the laboratory.

Plans and directs the modification of software, computer, microprocessors, and field instrumentation for more efficient, reliable, and economical plant operation.

Interprets, implements, and integrates regulatory requirements such as the Clean Water Act, Clean Air Act, and others into the process control systems, day-to-day routine operations of the plant and laboratory support of the various permits.

Monitors operations and activities of the operations and maintenance work unit assigned to wastewater treatment; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

Prepares operations budgets and monitors the division expenditures; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.

Directs staff and has ultimate responsibility for maintaining the Mobile Management System and Facility Maps.



IDEAL CANDIDATE PROFILE



- The ideal Wastewater Operations Manager is a strong leader that will guide the Operations team to implement & support the strategic goals established by the District Manager in the Strategic Plan approved by the Board.
- Proactive approach to planning to provide a clear vision and ongoing direction for operations and maintenance of the District wastewater infrastructure.
- Is proficient in establishing and using key performance indicators to set goals and track progress, learn, and improve.
- Innovative approach to capital improvement due to the District's smaller size, and creative approaches to treatment.
- Can manage resources actively and creatively, including budget, to maximize effectiveness.
- Demonstrated recordkeeping skills and ability to develop Standard Operating Procedures.
- Proven hands-on skills and knowledge.
- Aptitude to mentor and train Operators to value compliance, increase skill sets and use of technology, improve record keeping, and write and use operating procedures.
- Competent oral and written communication skills.

QUALIFICATIONS

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

Education and Experience

Associates Degree supplemented by specialized training in wastewater treatment operations and maintenance, and ten (10) years of responsible experience in the operation and maintenance of a wastewater treatment plant, including five (5) years of lead or supervisory experience.

or

Equivalent to a bachelor's degree from an accredited college or university with a major in civil, environmental, or mechanical engineering; environmental science, biology, chemistry, business, or a closely related field. Plus a minimum of five (5) years of responsible experience in the operation and maintenance of a wastewater treatment plant, including three (3) years of lead or supervisory experience.

Licenses and Certifications:

Possession of a Grade V Wastewater Treatment Operator Certificate issued by the State of California Water Resources Control Board.

Must possess and maintain a valid Class C California driver's license. Must continue to meet the terms and conditions of the District's insurance program as a condition of employment.

Possession of, or ability to obtain and maintain, a valid California Class B driver's license within nine months of appointment is highly desirable.

BENEFITS

The District offers an excellent benefits package, which you can view here:

<https://www.mvdsd.org/files/31664082a/Annual+Employee+Benefits+Summary+2023+rev.pdf>

COMPENSATION

ANNUAL SALARY

\$157,056- \$190,908

The recruitment is open until filled.

To be considered, please electronically submit your resume, cover letter, and a list of five (5) professional references (references will not be contacted in the early stages of the recruitment) [here](#).

Resumes should reflect years and months of positions held, as well as your specific qualifications and certifications. If you have additional questions, please contact:



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