



CENTRAL MARIN SANITATION AGENCY

ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY



Treatment
Plant
Manager



Central Marin Sanitation Agency is an equal opportunity employer encouraging workforce diversity.

The Opportunity

Central Marin Sanitation Agency (CMSA) is recruiting for a Treatment Plant Manager position that is responsible for all the operation and maintenance activities of the Agency, and reports directly to the General Manager. This position functions as the Agency's Chief Plant Operator, and the Legally Responsible Officer for the Agency's NPDES permit reporting requirements and Air Quality Management District permit compliance.



Marin County

CMSA is located in San Rafael, the commercial and governmental center of Marin County, just north of San Francisco.

Famous for its favorable climate, Marin County showcases many cultural and natural attractions. San Rafael offers a lively urban environment while retaining the ease and comfort of small town life. The city boasts a wide range of entertainment and cultural activities and is home to several top-rated schools. Marin County offers a wealth of recreational opportunities, including road biking in west Marin, hiking on Mt. Tamalpais and China Camp State Park, mountain biking on numerous beautiful trails, enjoying sun and surf at local beaches, or golfing at one of several golf courses with panoramic views of forests, untouched mountains, and cascading creeks. For more reflective outings, one may visit Mission San Rafael and the Falkirk Mansion and Art Gallery.

Marin County is across the Golden Gate Bridge from San Francisco, with all its cultural and culinary flair. It's also the gateway to an immense variety of world-famous destinations – the giant redwoods, Napa and Sonoma's beautiful wine country, a number of national parks and seashores, and many charming towns.

The Organization

CMSA began operation in 1985 providing services to a population of approximately 105,000, consisting of residences and businesses, and includes educational, hospital, and correctional facilities. In addition to wastewater and biosolids treatment and reuse, CMSA has successful organic waste receiving and renewable power delivery programs, and provides a variety of other environmental services to local agencies. These include the operation and maintenance of wastewater collection system infrastructure, leading an award-winning county-wide public education program, and regulating many different types of businesses in central Marin County.

CMSA's vision is to be a forward-thinking organization by providing innovative and effective wastewater services, capturing and utilizing renewable resources, and implementing sustainable solutions for an enhanced quality of life. CMSA believes quality service begins with quality people, and the professional staff focus their energy and expertise on providing excellent environmental services. CMSA is fully committed to the principle of continuous improvement, and achieves this through a multi-year strategic plan and annual supporting business plans.

The ideal candidate will:

- Be well-versed in all aspects of wastewater operations.
 - Be skilled in addressing financial, management, organizational, and administrative issues.
 - Bring strong leadership capabilities to solve problems, build consensus, provide effective feedback, and establish a climate of openness and mutual respect.
 - Establish rapport and strong professional working relationships with internal and external stakeholders.
 - Value teamwork and collaboration.
 - Demonstrate commitment to the training and development of staff.
 - Carry out management responsibilities in accordance with established policies and procedures.
 - Enjoy working in a small office and helping to resolve various problems.
 - Possess excellent verbal, presentation, and written communication skills.
 - Supports and practices the philosophy of continuous improvement.
- Coordinates regional wastewater activities with the Agency's satellite collection system agencies.
 - Ensures effective delivery of contract wastewater services to local agencies.
 - Participates in long-term planning for equipment repair, rehabilitation, and replacement.
 - Interprets and applies the Agency's Personnel Policies and Procedures, Memoranda of Understanding with the bargaining unit, and employment laws.
 - Advises subordinate staff on Agency policies and procedures.
 - Manages assigned professional service and maintenance repair contracts.
 - Ensures the Agency's treatment facilities are operated in a manner to exceed all regulatory requirements.
 - Ensures staff receive appropriate health and safety training, and follow all safety work practices, policies, and procedures.
 - Serves as Acting General Manager, as requested.
 - Oversees the management of files and electronic documents in accordance with Agency policy on records retention.
 - Determines necessary maintenance and repair activities to ensure that operational and regulatory requirements are continuously met.

Key Responsibilities

- Develops and directs the implementation of goals, objectives, and work activities for the Operations and Maintenance Departments.
- Serves on the Agency's Executive Team, Strategic Planning Committee, and Process Control Team.
- Oversees the development of operating and capital expense budgets and various operational reports.
- Manages an Asset Management Program and a Computer Maintenance Management System.





Qualifications

- Seven (7) years of increasing responsibilities in the operation, maintenance, and repair of facilities and equipment in an activated sludge wastewater treatment plant and related facilities.
- Four (4) years of supervisory experience.
- Baccalaureate Degree in business management, environmental science, or a related technical field from a four-year college is desirable.

Compensation & Benefits

The monthly salary range is **\$17,316 - \$21,048**.

The Agency offers a generous and competitive benefits package including:

- **Retirement:** The Agency contracts with CalPERS for retirement benefits.
Classic Members: 2.7% @ age 55
PEPRA Members: 2% @ age 62
The Agency does not participate in Social Security.

APPLICATION PROCESS

Final Filing Date is June 10, 2024

To be considered, please submit a CSMA application, cover letter and resume:

<https://koffassociates.com/treatment-plant-manager/>

Resumes should reflect years *and* months of positions held, as well as size of past organization(s).

- **Health Insurance:** CalPERS medical for employees and dependents (based on the Kaiser Bay Area rate).
- **Dental & Vision Insurance:** Fully paid by the Agency.
- **Life Insurance:** The Agency provides fully paid term life insurance in the amount of \$100,000.
- **Long Term Disability:** The Agency provides a fully paid long term disability program for the employee.
- **Vacation Leave:** 0-3 years of employment = 10 days; after 3 years = 15 days; after 7 years = 20 days.
- **Sick Leave:** Accrued at one day per month (12 days per year).
- **Administrative Leave:** Two weeks per year.
- **Holidays:** 13 holidays per year (includes three floating holidays).



For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the Agency. The Agency will then select candidates to participate in Agency interviews. Extensive reference and background checks will be completed on the selected candidate.