



## **City of Mill Valley** **Wastewater Treatment Plant Department**

### **City of Mill Valley – Sewerage Agency of Southern Marin**

Announces an exciting employment opportunity for:

### **Chief Treatment Plant Operator**

Final Filing Date: September 26, 2008

The City of Mill Valley is an Equal Opportunity Employer

### **Mill Valley Community**

Mill Valley is known throughout the San Francisco Bay Area for its charm, natural beauty and cultural events. Situated at the foot of the picturesque Mt. Tamalpais with its many hiking trails and bike paths, the City is a special place to its friendly residents and visitors.

Famous for its favorable climate, Mill Valley makes a central base for taking day trips to scenic locations such as the Napa/Sonoma wine country, the Point Reyes National Seashore and Muir Woods.

### **The Organization**

The Wastewater Treatment Plant Department of the City of Mill Valley operates and maintains facilities owned by the Sewerage Agency of Southern Marin (SASM). SASM was formed in 1979 to consolidate the wastewater collection and treatment for about 28,000 residents in southern Marin County. SASM is comprised of the City of Mill Valley, the Tamalpais Community Services District and the Almonte, Alto, Homestead Valley and Richardson Bay Sanitary Districts.

The wastewater treatment plant is located in Mill Valley, close to the edge of Richardson Bay. Processes include conventional physical treatment to remove solids, biological processes for organics removal and chemical addition for disinfection of pathogenic bacteria. Most of the treated wastewater is conveyed by a 6-mile pipeline for deepwater discharge into Raccoon Strait (a portion of San Francisco Bay located between the Town of Tiburon and Angel Island).

SASM also operates a reclaimed water system and utilizes this water to irrigate Hauke Park, Bay Front Park, and the Mill Valley Dog Run. SASM's second largest agency, the Richardson Bay Sanitary District, also uses SASM effluent to irrigate McKegney Green and South of the Knoll Park on the Tiburon peninsula.

The wastewater treatment plant's dry weather capacity is 3.6 MGD and is designed for an equalized wet weather flow of 24.7 MGD. The current operating budget is \$2,825,173 (fiscal year 2008-2009), including capital improvements.

## **The Position**

Mill Valley is searching for an individual to coordinate and direct the operation, installation, maintenance and repair of SASM's wastewater plant and to assign, lay out and review the work of plant operators and lab staff and coordinate activities with the maintenance group. This position will be key in the rebuilding of the treatment plant department. The individual hired will ensure the reliable operation of all equipment and the conformance with applicable laws, regulations and Agency policies. The incumbent will utilize outstanding interpersonal and communication skills to create a dynamic team within the treatment plant's operations and maintenance.

The ideal candidate will have experience and skill in:

- Operating, maintaining and repairing a variety of wastewater treatment facilities and equipment.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Conducting standard chemical and physical tests of wastewater, sludge and related materials.
- Ensuring that safety procedures are followed by staff.
- Interpreting, explaining and administering laws, regulations, policies and procedures.
- Meeting critical deadlines regarding field activities and record generation and submission requirements, including mandated reporting requirements for sanitary sewer overflows.
- Selecting, training, motivating, supervising and evaluating the work of staff.
- Utilizing strong supervisory and communication skills to oversee treatment plant operations and maintenance staff to becoming a high-performance, team-based work group;
- Providing ongoing feedback on staff performance and conducting performance reviews.
- Facilitating creative problem solving among staff;
- Establishing a climate of openness, mutual respect and teamwork; and
- Exercising effective, clear and honest communication.

## **Education and Experience Requirements**

- High school diploma or equivalent;
- Must possess a Grade IV Wastewater Treatment Plant Operator certificate issued by the California State Water Resources Control Board; and
- Five years of wastewater treatment plant operation, maintenance and repair, including two years of supervisory experience.

## **Compensation**

The salary range for the Chief Treatment Plant Operator is \$7,780 to \$9,456 monthly, depending on qualifications.

## Benefits

Retirement Program: 2.5% at 55 in the Public Employee Retirement System (PERS). Agency pays employee portion (8%).

Vacation Leave: 80 hours (1-3 years of service), 120 hours (3-7 years), 160 hours (7-15 years), 200 hours (15+ years).

Administrative Leave: 40 hours per year.

Holidays: 112 hours paid holidays.

Sick Leave: Accrued at 8 hours per month.

Health Insurance: Choice of Kaiser or Health Net plans.

Dental Insurance: Delta Dental.

Life Insurance: \$50,000 policy.

Long-term Disability Insurance: Fully paid by City, maximum coverage \$5,200 per month.

Deferred Compensation: City makes matching contribution of \$600 per year.

Vehicle: Provided for City business.

## Important Recruitment Procedures

Final Filing Date: **September 26, 2008.**

To apply, candidates must submit a fully completed and signed official City of Mill Valley Application form. Application and job description may be downloaded from the City of Mill Valley website at: [www.cityofmillvalley.org](http://www.cityofmillvalley.org) under Job Opportunities. Official City of Mill Valley applications and resumes must be submitted to: **City of Mill Valley/SASM, 26 Corte Madera Avenue, Mill Valley, CA 94941 and must be postmarked no later than the final filing date.**

***Do not send applications to the wastewater treatment plant site!!***

Selection Procedures:

After the final filing date of September 26, 2008, application packets will be reviewed. Candidates with qualifications best meeting the needs of the City will be invited to participate in an interview process. The City will make the final decision regarding a candidate's eligibility. All applicants will be notified by mail regarding further participation in the selection process. Travel costs are at the applicant's expense. Applicants considered for appointment will be required to undergo a post-job offer, pre-employment medical examination including drug testing and a thorough background investigation including fingerprinting.