Operations Division Manager
San José/Santa Clara Regional Wastewater Facility

Delivering world class utility services and programs to improve our health, environment, and economy.
THE COMMUNITY
San José is the 10th largest city in the United States and is recognized as the capital of the world’s center for innovation. Home to a diverse population of over one million, it is the heart of cultural, government and economic activity for the entire region. San José is the residential and commercial center of the Silicon Valley where some of the brightest and most creative talent calls home. Since its founding in 1777 and subsequent incorporation in 1850, San José has been a leader and committed to remaining a top ranked place to live, work and do business.

San José serves as headquarters for such industry leaders as Adobe, Cisco, eBay, and Xilinx and new start ups in green technology and bio tech. The region’s residents also enjoy access to outstanding academic institutions such as Stanford University, University of California at Berkeley, San Jose State University and Santa Clara University, along with more than 30 community colleges and training centers.

With 52 languages spoken in the community, the City is proud of the cultural and ethnic diversity of its population and workforces and the rich cultural identity of its many neighborhoods. San José has approximately 200 neighborhood associations. Numerous nonprofits and faith based organizations work to enhance the level of service to the community. In addition, a system of 19 school districts works collectively to elevate San José’s community policing activities through a successful City-Schools Collaborative.

The City of San José is a full service Charter City and operates with a Council-Manager form of government. Ten full-time Council Members are elected by district on a non-partisan basis and serve overlapping four-year terms with a two-term limit. The Mayor is also a member of the City Council but is independently elected at-large and serves up to two four-year terms.

To learn more about the City of San José, visit the City’s website at www.sanjoseca.gov.

THE DIVISION
The San José /Santa Clara Regional Wastewater Facility (RWF) is one of the largest advanced wastewater treatment plants in California. It treats wastewater from over 1.64 million residents that live and work in a 300 square-mile area that includes the cities of San José, Santa Clara, Milpitas, Campbell, Cupertino, Los Gatos, Saratoga, and Monte-Sereno.

Originally constructed in 1956 as a 36 mgd primary-only treatment plant, the RWF has grown over the past 55 years in both capacity and technology to keep pace with an expanding service area, population increases, and changing regulations. The RWF has a rated capacity of 167 mgd and currently treats an annual average of 100 mgd. The RWF provides full primary, secondary (modified Biological Nutrient Removal), and tertiary (filtration) treatment, easily meeting NPDES permit requirements. During the last ten years, the RWF has maintained NPDES permit compliance, earning four Platinum Awards from the National Association of Clean Water Agencies.

The RWF boasts one of the largest recycled water programs in California with the South Bay Water Recycling Program (SBWR). SBWR provides an average of 11 million gallons per day of highly treated recycled water to nearly 600 customers. In partnership with the Santa Clara Valley Water District, a new Advanced Water Treatment facility is presently under construction and expected to be operational in early Fall 2013.

THE POSITION
The RWF Operations Division Manager serves under the direction of the Deputy Director, Water Pollution Control and is responsible for overseeing and managing the Operations Division of the San José /Santa Clara Regional Wastewater Facility. The Operations Manager oversees a division of 70 employees including Operators-in-Training, Plant Operators, Senior Plant Operators, Plant Shift Supervisors, Heavy Equipment Operators, Maintenance Workers, Senior Heavy Equipment Operator, Maintenance Supervisor, and Assistant Operations Managers.
The Operations Division Manager is also responsible for compliance with the RWF’s discharge permits, providing adequate 24/7 coverage, RWF security, addressing equipment malfunctions and wastewater treatment processing issues, and coordinating treatment process improvements with engineering and maintenance staff. The Operations Division annual budget is $13 million.

**CHALLENGES AND OPPORTUNITIES**

Major challenges and opportunities for the new Operations Division Manager include the following:

- Participate in the planned multi-billion dollar rehabilitation and capital improvement program.
- With a current vacancy rate of approximately 25% at the facility across the trades, managing the facility with less staff and hiring of new staff with less experience will require strong management skills of the new Manager.
- RWF operations involves numerous projects and shifting priorities that will require project management skills, prioritizing, analyzing and strategic planning abilities.
- Succession planning in a Division with opportunities for advancement – hiring, training, evaluating and mentoring staff is a key priority for the Operations Manager.

**IDEAL CANDIDATE PROFILE**

**Education and Experience**

The Operations Division Manager’s position requires completion of a Bachelor’s degree and six years of progressively responsible experience in the operation of a wastewater treatment plant or equivalent, including three years of supervisory experience, or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Possession of a valid State Water Resources Control Board Grade V Operator Certificate and a valid State of California Class C driver’s license are required.

The ideal candidate for this position will have a proven track record of achievement with large facility experience; possesses an understanding of the operations and related issues in similar complex facilities/systems. The ideal candidate will demonstrate the following knowledge, skills, and competencies:

- Experience and the ability to plan and direct an advanced Operations program;
- Extensive experience in all aspects of employee supervision and management including hiring, promotion, counseling, discipline, training, safety, and professional development;
- Extensive experience in the operation and troubleshooting of wastewater treatment processes, particularly biological processes including activated sludge, nutrient removal, and anaerobic digestion;
- Extensive experience in the operation of mechanical, electrical, pneumatic and other equipment of a large wastewater treatment facility (ideally greater than 25 mgd);
- Broad experience in the methods, tools and equipment used in physical, biological and chemical treatment of wastewater;
- Thorough knowledge of safety practices and procedures.

**Professional Attributes**

Along with the previously mentioned qualifications and characteristics, the candidate selected for the position will exhibit the following professional attributes:

- Committed to the training and mentoring of operations staff in a Department with ample career advancement opportunities.
- Proven ability to evaluate/hire quality staff.
- Skilled in budget management.
- Project management abilities with analytical and strategic mindset.
• Collaborative approach to working with operations staff, other trades/groups in Environmental Services, and other division managers in a team environment.

• Strong communication skills with the ability to communicate technical information in clear, understandable terms – written and verbal; comfortable in making presentations.

• Appreciates the strengths of a quality team who are committed to their work; recognizes that employees are the division’s biggest asset.

• Open to continuous learning.

COMPENSATION AND BENEFITS

The salary range for this position is $86,156 - $131,591. Actual salary will depend on the qualifications and experience of the selected candidate. The City provides an excellent array of benefits that includes the following:

• Retirement – Competitive City retirement system with full reciprocity with CalPERS.

• Medical Insurance – Choice of seven plans for employee and eligible dependents.

• Dental Insurance – City pays 100% of the lowest cost dental insurance plan for family coverage.

• Life Insurance equal to two times annual salary.

• Generous vacation, executive leave and holiday package.

• Voluntary 457(b) Deferred Compensation Plans – 457(b) pre-tax or Roth 457(b) after-tax.

• Tax deferred medical and dependent savings plan.

• Accident insurance, long-term disability insurance, vision care plan, and an employee assistance program are also available.

APPLICATION AND SELECTION PROCESS

The final filing date is Monday, August 12, 2013. To be considered for this exceptional career opportunity, submit a cover letter, list of four work-related references (who will not be contacted without prior notice), indication of current salary and a résumé that reflects the size of staff and budgets you have managed. Your résumé should indicate both months and years of beginning/ending dates of positions held. Submit the requested materials to:

Stuart Satow
CPS HR CONSULTING
241 Lathrop Way
Sacramento, CA 95815
Tel 916.263.1401
Fax 916.561.7205
Email: resumes@cps.ca.gov
Website: www.cps.ca.gov/search

Following the filing date, résumés will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant in mid-August following which the most qualified candidates will be referred for interviews in San José in early September. The City anticipates making an appointment to the position by late-September following the completion of reference and background checks.

The City of San José is an Equal Opportunity Employer