



We invite applications for the position of:  
**Wastewater Treatment Plant  
Shift Supervisor**  
\$8,062 - \$9,607 Monthly Salary Range  
With Salary Increases: 3% on 4/8/18  
and 3% on 4/7/19

**The City has entered into a letter of intent to investigate the possibility of contracting with Silicon Valley Clean Water for contract operation and maintenance. A July 1, 2018 date has been set for a decision.**

**Based on the potential contract with Silicon Valley Clean Water, the City will hire either merit or per diem WWTP Shift Supervisors per the qualifications and interest of the candidate.**

### **Why Join our Department?**

The Wastewater Treatment Plant (WWTP) is a 15.7 MDG sub-regional facility that serves a population of more than 140,000 with an annual operating budget in excess of \$10 million and has a staff of 28 professional and technical personnel.

The City of San Mateo is building a cross-functional team tasked with upgrading the City's 15.7 MGD conventional activated sludge plant with new liquids treatment process facilities, including headworks, primary treatment, five-stage biological nutrient removal/membrane bioreactor (BNR/MBR) process, biological and chemically enhanced treatment (BioCET) process, and other general plant upgrades, including odor control to serve the new facilities.

### **What You'll Do**

- Act as and perform the duties of the Designated Operator-in-Charge as needed in accordance with State regulations.
- Supervise and participate in the operation of wastewater treatment facilities to control flow and processing of wastewater, bio-solids effluent and bio-gas; monitor and adjust gauges, meters and control panels; observe variations in operating conditions; interpreting meter and gauge readings and test results to determine processing, status and requirements for adjustments.
- Monitor, adjust and troubleshoot as needed plant operational processes utilizing data-driven technology, such as the SCADA or PCS system.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for shift operations; implement policies and procedures.
- Supervise and participate in the operation of valves and gates; start and stop pumps, compressors, fans, engines and electric motors to control and adjust flow and treatment processes; boilers and preheaters; perform routine maintenance work.
- Supervise and participate in the collection of samples; coordinate the performance of routine

These positions require shift work, nights, weekends, holidays with on-call emergency response 24 hours per day. However, along with this challenge is the benefit of working a 12-hour shift that results in a very favorable work/life balance and requires the minimum commuting days as compared to other standard 8-hour shifts.

### **Who You Are**

- You have graduated from high school or equivalent.
- You have two years of experience comparable to a Waste Water Treatment Plant Operator III.
- You possess a Grade III Waste Water Treatment Plant Operator Certificate issued by the State of California with the ability to obtain Grade IV WWTP Operator Certificate within one year of appointment.

### **What We Offer**

- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members. Classic employees contribute 7.5% to CalPERS and New members contribute 6.25% to CalPERS with participation in the Social Security Program
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership

- Bilingual Differential: \$195 monthly (if applicable)
- City contribution of 1.5% of base salary to Deferred Compensation and will match up to 1% Employee contribution
- Employee housing loan up to \$7,500 for home purchase or rental move-in assistance in the City of San Mateo
- Representation by the San Mateo Management Association

**Are You Ready? Apply.**

Submit an online application and supplemental questionnaire at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of San Mateo, 330 W. 20<sup>th</sup> Avenue, San Mateo, CA 94403, (650) 522-7260.

**Application Deadline:**

This recruitment will be open until filled. It may close at any time when the vacancies have been filled.

**Examination Process**

All applications and supplemental questionnaires received will be reviewed for minimum qualifications. Those applications identified as meeting the minimum qualifications will be rated by Subject Matter Experts using a Training and Experience (T&E) examination process. An employment list will be established for those who pass the T&E examination process. The list will remain in effect for at least 6 months with the possibility of an extension for an additional 6 months. Current and future vacancies may be filled from this list. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for a department interview.

**Date Posted**

March 23, 2018

Note: The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process.

**Fine Print**

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of **application**. Documentation of the need for accommodation must accompany the request.

The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, gender, age, religion, ancestry, physical or mental disability, sexual preference, marital status or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. The City of San Mateo is an Equal Opportunity Employer (EOE).

**HIRING REFERRAL BONUS: Candidates hired from this recruitment for a merit position will receive a signing bonus of \$1,500.00 upon successful completion of probation. If an eligible merit City employee refers a candidate who is subsequently hired from this recruitment, he/she shall receive a \$1,500.00 referral award in accordance with the City's Targeted Recruitment Program Policy. The candidate must note the referring employee's name on the City's official employment application at the time he/she submits it.**

**CITY OF SAN MATEO**  
**Waste Water Treatment Plant Shift Supervisor**  
**Supplemental Questionnaire**

*Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)*

1. What is your experience with wastewater residuals and bio-solids disposal?
2. What is your experience with SCADA and specific SCADA applications?
3. What is your experience with process control data management and reporting?
4. List any Waste Water Treatment Plant Operator Certificate issued by the State of California that you possess. State the level of certification, license number and expiration date of the license.
5. If you were referred to this recruitment by a City employee, please provide us with the name and department of the employee.