The City of San Mateo is now accepting applications for:

Wastewater Treatment Plant Operator III

Application Closing Date:

This job opportunity is continuous and application reviews are performed periodically.
The City
San Mateo is a city of approximately 104,000 residents, strategically located midway between San Francisco and San Jose, and is within the Silicon Valley. One of the City’s strengths is its diversity, both in the ethnic makeup and the physical development of the community. San Mateo has a vibrant business and retail environment with national and international businesses, two major shopping centers and an active downtown. The community values its historic and new residential neighborhoods and recently approved a major new Transit Oriented Development that will add 1,500 new homes, 300,000 square feet of new retail and as much as 1.5 million square feet of commercial office space.

The City organization has a culture of innovation, collaboration and strong customer service. The City’s annual budget is $191 million and is staffed by over 540 full time employees. The City is continually evaluating new and innovative ways of providing high quality services to its residents while acknowledging the competing demands for the limited funds available. Find out more interesting facts at: www.cityofsanmateo.org.

The Department
The Wastewater Treatment Plant (WWTP) is a 15.7 MDG sub-regional facility that serves an estimated 164,545 customers administering the annual operation and maintenance budget over $12.8 million with a staff of 34 professional and technical personnel. The City of San Mateo is building a team tasked with the safe and continuous operation of the current expansion of this conventional activated sludge plant by introducing new facilities including; preliminary treatment, primary treatment, enhanced biological nutrient removal/membrane bioreactors (BNR/MBR), biological and chemically enhanced treatment (BioACTIFLO), and additional upgrades to existing process equipment. A vital and instrumental member of this team is the WWTP Operator III.

The Position
This position will receive general direction from the Chief Plant Operator and instruction from their Shift Supervisor to provide daily guidance to lower level operators and trainees. The WWTP Operator III will be responsible for supporting these efforts to guide, develop and mentor staff on their assigned shift, act in a supervisory capacity in the absence of the Shift Supervisor, and is the assigned lead in getting both scheduled and unscheduled work completed. Those who have prepared themselves and are ready for the challenge to use their skills as a journey-level wastewater professional should seriously consider this opportunity.

This position is assigned rotating shifts working nights, weekends, and 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.

Essential Duties: Depending upon assignment, duties may include, but are not limited to the following:

- Operate wastewater treatment facilities to control flow and processing of wastewater, sludge and effluent; monitor gauges, meters and control panels; observe variation in operating conditions, interpreting meter and gauge readings and test results to determine process requirements.
- Operate valves and gates; start and stop pumps, engines and electric motors to control and adjust flow and treatment processes; operate and maintain boilers; perform routine maintenance work on valves, tanks, related equipment and facilities to optimize performance.
- Maintain appropriate plant records to support water quality goals.
- Perform the duties of the Designated Operator-in-Charge when required in accordance with State regulations.
- Operate rolling vehicles and stationary machinery as required to perform essential job functions.
- Foster and maintain good working relationships and provide excellent customer service in the course of their work.
- Assist in the inventory, requisition, and purchase of supplies and materials.
- Supervise and train less experienced operators on assigned shift.
What You Bring

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

**Training:**
Equivalent to the completion of the twelfth grade.

**Experience:**
- Three years of progressively responsible experience in the operation of a wastewater treatment plant.

**License or Certificate:**
- Possession of a valid Grade III Wastewater Treatment Plant Operator Certificate issued by the State of California. (Applicants are instructed to attach a copy with their employment application in CalOpps)
- Possession of, or ability to obtain an appropriate valid California driver's license.

**Knowledge, Abilities and Skills Requirements:**

**Knowledge of:**
- Principles and practices necessary in the operation of a wastewater treatment plant including the operation and maintenance of wastewater plant machinery.
- Hazardous gases associated with treatment of wastewater.
- Automated equipment as applied to treatment plant operation.
- Wastewater plant operator policies and procedures.
- Safe work practices with high-pressure piping, vessels, gases, steam, corrosive liquids, electricity and chemicals.

**Skill to:**
- Operate wastewater valves, gates, pumps, engines, electric motors, hydraulic equipment, generators, filters, and other plant equipment.

**Ability to:**
- Clean, clear, maintain and adjust motors, pumps and other equipment. Read meters and gauges correctly and to act quickly and competently.
- Communicate clearly and concisely, both orally and in writing. Prepare simple written reports.
- Collect samples and perform routine laboratory tests.
- Troubleshoot operational problems with plant process equipment.
- Perform all plant operations without direct supervision.
- Troubleshoot operational problems with plant processes and equipment.
- Lead, train and provide input in evaluation of Operators.

**ADA Special Requirements:** Essential duties require the following physical abilities and work environment: Ability to: sit, stand, walk, crouch, stoop, squat, reach, crawl, twist, climb, and lift 50 pounds; exposure to extreme noise, outdoors, confining workspace, chemicals, dust, toxic waste, explosive materials, mechanical hazards, and electrical hazards: work shifts, on-call and stand-by; and to wear self contained breathing apparatus and maintain a face seal using self-contained breathing equipment.

Salary and Benefits (see MOU for complete list of benefits)

The City of San Mateo offers an excellent compensation package:

**Salary:**
$7,572 - $8,638 per month

**Insurance:**
A choice of medical plans with City paid single coverage of 100% of the lowest cost Kaiser single coverage or City paid two party or family coverage up to 90% of the Kaiser family plan or $160 per month if waived. City Paid dental, vision, and life insurance premiums.

**Retirement:**
Enrollment in PERS. Classic Members: 2%@55 with 3 year average final comp plus employee paid PERS of 7.84%. New Members: 2%@ 62 with 3 year average final comp plus employee paid PERS of 6.75%. Participation in the Social Security Program

**Vacation:**
11-25 working days annual vacation, depending on length of service

**Leaves:**
12 sick days per year earned; extended sick leave and family sick leave

**Holidays:**
13 paid holidays per year (includes 3 floating days)

**Programs:**
Credit Union, Employee Assistance, Deferred Compensation, Free Fitness classes through City of San Mateo Parks and Recreation Department

**Differential:**
$195 per month (if applicable)

**Unit:**
This classification falls within the SEIU Maintenance bargaining unit, employees of which may elect to join or pay an equivalent service fee.

**HIRING REFERRAL BONUS:** Candidates hired from this recruitment 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.
The Examination and Selection Process

All applications, résumés and supplemental questionnaires received will be reviewed for minimum qualifications. Those applications identified as meeting the minimum qualifications will be rated by a Subject Matter Expert using a Training and Experience (T&E) examination process. The T&E will consist of reviewing all information submitted in the application process. Application packet and responses to the supplemental questionnaire will be rated for content, completeness, and relevant information provided for the position(s). Please attach or upload a copy of your Grade III WWTP Operator Certificate with your application in CalOpps.

An employment list will be established for those who pass the Training and Experience (T&E) examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least 6 months with the possibility of an extension for an additional 6 months. 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 additional department interviews. NOTE: The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the examination process.

Supplemental Questionnaire

Please provide answers to the following questions. 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:

1. What is your philosophy of leadership and followership and what is it about that philosophy that does, or does not, lend itself to fostering a positive and respectful work environment with a 24-hour per day, 365-day per year operation?

2. Where and what kind of hazards are common to these unit processes: a raw wastewater pumping station having both a wet-well and dry-well; a covered primary clarifier; an anaerobic digester dome; a solids dewatering using centrifugation; a 480-V motor control center; and, what should you do to mitigate those hazards?

3. What are the basic components of a BNR facility and their respective functions and test you might run to gauge system performance?

4. When should you vary from the sampling locations and times described in a process control management plan and why?

5. What is your experience with wastewater residuals processing and dewatering (describe the specific types of systems operated)?

6. What is your experience with SCADA and specific SCADA applications?

7. If you were referred to this recruitment by a City of San Mateo employee, please provide us with the name and department of the employee.

HOW TO APPLY

Submit an online application, resume (strongly encouraged) and responses to the supplemental questionnaire at www.calopps.org, or mail to:

City of San Mateo, Human Resources Department
330 West 20th Avenue, San Mateo, CA 94403
or fax to: (650) 522-7231

This job opportunity is open until filled.
Application reviews are performed periodically.

The interview process will be scheduled upon receipt of sufficient qualified applicants.

ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION. Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from sanmateo@CalOpps.org

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. It does not constitute an expressed or implied contract.