



Heritage Ranch Community Services District

4870 Heritage Road, Paso Robles, CA 93446

(805) 227-6230 ~ Fax (805) 227-6231

www.heritageranchcsd.ca.gov

EMPLOYMENT OPPORTUNITY

Operations Manager

Opening Date: April 26, 2021

Closing Date: Until Filled

FLSA: Exempt

SALARY: \$44.48 - \$54.07 / hour

DEPARTMENT: Operations

Excellent benefits including medical and retirement through CalPERS.

Review of submitted applications may occur at any time.

THE DISTRICT:

The Heritage Ranch Community Services District (District) provides water and wastewater services within our service boundary, as well as solid waste collection services through a franchise agreement. The District is currently supported by a staff of seven; five in Operations and two in Administration.

The District water source is from Nacimiento Reservoir via intake and treatment facilities downstream of the dam on the southerly bank of the Nacimiento River. The District wastewater discharges to an unnamed drainage tributary to the Nacimiento River and is authorized under a NPDES Permit and Discharge Order.

THE POSITION:

The District is seeking an Operations Manager with strong technical and administrative experience. The ideal candidate will have outstanding interpersonal skills that fit within our team, organizational goals, and will contribute to the progression of the District into the future.

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of Operations Department staff performing technical and specialized support related to all programs and activities of the Operations Department, including water and wastewater treatment facilities, water distribution systems, wastewater collection systems, and laboratory services; works alone or with a team managing small capital improvement and maintenance projects; manages the effective use of the District's resources to improve organizational productivity and customer service; provides highly complex and responsible support to the General Manager in areas of expertise.

EMPLOYMENT STANDARDS:

Qualifications: Knowledge of principles, practices, equipment, material, and tools used in the operation, maintenance, and repair of water and wastewater treatment facilities and equipment; applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility; safe work methods and safety practices pertaining to the work including the handling and storage of hazardous chemicals; safe driving rules and practices; modern office practices, methods, and computer equipment and applications related to the work; record keeping

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principles and procedures; english usage, grammar, spelling, vocabulary, and punctuation; engineering principles and practices related to water systems; principles and practices of employee supervision including work planning, training, assignment; techniques for providing a high level of customer service to effectively interact with the public, vendors, contractors, and District staff.

Education & Experience: Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) years of increasingly responsible experience in operation and maintenance of water and/or wastewater systems, facilities, and appurtenances, including at least two (2) years of supervisory or lead experience. Some experience may be substituted by college coursework in water/wastewater treatment, construction management, engineering, or a related field on a case-by-case basis.

Licenses and Certifications (minimums):

- Possession of a valid Grade 2 Water Treatment Operator Certificate (T2) issued by the California State Water Resources Control Board (SWRCB) Drinking Water Department, and the ability to obtain a Grade 3 Water Treatment Operator Certificate (T3) within one (1) year of employment.
- Possession of a valid Grade II Water Distribution Operator Certificate (D2) issued by the California SWRCB Drinking Water Department.
- Possession of, or ability to obtain, a Grade I Wastewater Treatment Plant Operator Certificate issued by the California SWRCB within two (2) years of employment.

Special Requirements: Possession of a valid California Driver's License. Must have and maintain a satisfactory driving record and be insurable to operate District vehicles. Within six months of hire, must reside within a radius to provide for a reasonable response time.

SELECTION PROCEDURE:

Applications received by the filing date will be reviewed for accuracy, completeness, & job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements will be invited to participate in the selection process. Appointment is subject to successfully passing an oral interview, written test, and background check. A pre-employment physical including drug screening is required. Before starting work, applicants must present documentation of their identity, authorization to work in the U.S., and a valid California Driver's License. The provisions of this bulletin do not constitute a contract expressed or implied and may be revoked without notice.

APPLICATION PROCESS:

A full job description and application may be obtained by email by calling (805) 227-6230, or on our website at www.heritageranchcsd.ca.gov.

Applications must be complete and received in the District Office by US mail or via email to contact.us@heritageranchcsd.ca.gov. Faxes are not accepted. Resumes will not be accepted in lieu of a completed application but may be attached. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.

Additional information may be found on our website, www.heritageranchcsd.ca.gov.