



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

Water and Wastewater Operations Manager

Opening Date: September 1, 2020

Closing Date: Until Filled

SALARY: \$43.19 - \$52.49/hour

DEPARTMENT: Operations

FLSA: Exempt

Excellent benefits including medical and retirement through CalPERS.

Review of submitted applications may occur at any time and position may be filled at any time thereafter.

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. Must possess at a minimum, T3, D2, and WWI certifications.

The ideal candidate will also have experience with treatment of surface water and know the Surface Water Treatment Rule, treatment and disposal of wastewater pursuant to NPDES Discharge Order requirements, and will be familiar with regulatory sampling, reporting, and compliance in general.

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 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.

Full job description and information may be found on our website, www.heritageranchcsd.ca.gov.

Heritage Ranch Community Services District
Employment Opportunity – Operations Manager

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 principles and procedures; english usage, grammar, spelling, vocabulary, and punctuation; techniques for providing a high level of customer service by effectively dealing 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 supplemented by coursework in construction management, engineering, or a related field and five (5) years of increasingly responsible experience in operation, maintenance, and construction of water and/or wastewater systems, facilities, and appurtenances, including at least two (2) years of supervisory or lead experience.

Licenses and Certifications (minimums):

- Possession of a valid Grade III Water Treatment Operator Certificate (T3) issued by the California State Water Resources Control Board (SWRCB) Drinking Water Department; **and**
- Possession of a valid Grade II Water Distribution Operator Certificate (D2) issued by the California SWRCB Drinking Water Department; **and**
- Possession of a valid Grade I Wastewater Treatment Plant Operator Certificate issued by the California SWRCB; **and**
- Possession of a valid California Driver’s License by time of appointment.

Special Requirements: Must have and maintain a satisfactory driving record and be insurable to operate District vehicles. **By time of appointment, must reside within a radius to provide for a response time of 30-minutes or less.**

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 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.