



## **WATER QUALITY AND TREATMENT MANAGER**

**Salary Range: \$9,323 - \$12,494**

San Lorenzo Valley Water District is looking for applicants for the position of Water Quality and Treatment Manager. Please read the details of the position and how to apply below:

**NUMBER of POSITIONS TO FILL:** One (1)

**CLOSING DATE:** Open until filled

**SALARY:** \$9,323 - \$12,494 per month depending on qualifications

### **DEFINITION**

Under direction of the Director of Operations, the Water Quality and Treatment Manager plans, coordinates, directs and supervises the activities of the Water Treatment Division including technical work in the operation and maintenance of the District's surface water treatment plants and wastewater facility; provides drinking water to the consumer that is of the highest quality possible; ensure that distributed and source water comply with State and Federal health requirements; ensure that sampling, analyses and laboratory procedures conform to State and Federal standards; ensure that the laboratory maintains State certification; and perform other duties as required.

### **CLASS CHARACTERISTICS**

This is a single position class. This classification supervises and participates in the monitoring, operation, installation, repair, and maintenance of water and wastewater treatment plants, water production, distribution and storage facilities, the State certified laboratory, the wastewater collection system and wastewater pump stations. This position is responsible for planning and administering of daily water system operations, water quality standards, and water quality monitoring programs. This classification is distinguished from the Water Treatment and System Operator classification in that the latter class works under the supervision of the Water Quality and Treatment Manager and has less responsibility for operations, and exercises less independence of action and judgment. This position is subject to being assigned after hour, standby duty assignment, and other irregular hours.

### **CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	Director of Operations
Exercises Supervision Over:	Senior Water Treatment and System Operator Water Treatment and System Operator Electrician/Instrumentation Technician
MOU:	Management, Supervisory & Confidential
Status:	Full-time, exempt

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

*Essential functions and responsibilities may include, but are not limited to, the following:*

- Plans, organizes, and supervises the operation, maintenance, and repair of equipment used in the operation of the water and wastewater treatment systems, including wells, pumps, valves, reservoirs, and treatment plants; monitors the computer control system, responds to monitors and alarms, and determines and takes appropriate action; monitors, tracks, and interprets water treatment plant and distribution system data, and adjusts treatment process, including chemical applications and distribution system, based on readings from meters, gauges, level indicators, and recording charts.
- Plans, implements and administers a comprehensive water quality monitoring program; schedules and directs the collection water and wastewater samples at various locations to ensure compliance with water quality requirements of the State Water Resources Control Board, Division of Drinking Water, maintains records, prepares and submits in a timely order monthly, quarterly and annual compliance reports to regulatory agencies.
- Acts as liaison with State and local health officials regarding water quality and treatment issues.
- Serve as Laboratory Director for the Districts Environmental Laboratory Accreditation Program (ELAP) certified laboratory, perform routine laboratory analysis, records and reports results, maintains laboratory compliance with policies and ELAP certification requirements. Reviews and updates laboratory policies and procedures as needed to ensure efficient and compliant operations of the laboratory.
- Monitors and directs the operation of pumping facilities, valves, and storage reservoirs to regulate water flow and storage, utilizing SCADA control system.
- Plans, organizes, and supervises in troubleshooting, repair, and maintenance of internal components of distribution and treatment facilities, including pumps, pump control valves, motor control systems, telemetry systems, hydraulic and pneumatic valves, chemical feed pumps, and other electronic equipment; directs the calibration of PLC's, analyzers and other electronic equipment, and maintains calibration records.
- Oversees inspection of stream intakes, water production, treatment and storage facilities, and wastewater collection, transmission, and treatment facilities.
- Reviews customer inquiries regarding water quality, including color, taste, odor, pressure, and lack of water; investigates and responds, or delegates response to customer inquiry.
- Maintains records and prepares reports on treatment process, performance and instrumentation, water quality, and wastewater quality; prepares periodic reports to regulatory agencies; prepares for and serves as Chief Plant Operator for regulatory inspections.
- Evaluates system performance and consults with management on problems or concerns, long and short-term needs, and system improvements.
- Serve as technical advisor to all departments on water quality issues as they relate to Title 22, Title 17, the Safe Drinking Water Act of 1986 and other federal, state and local regulations.
- Makes recommendations on selection of staff; assigns, schedules, trains, and supervises staff; establishes performance standards and evaluates performance;

establishes training program, trains standby duty assignment staff, and serves as technical resource for on call staff.

- Speaks to schools, civic groups, and public, and conducts tours of treatment facilities.
- Prepares budget estimates; prepares purchase requisitions; maintains appropriate levels of chemicals, parts, and supplies.
- When assigned to standby duty assignment may respond to customer service calls, computer alarms and monitor and operate water and wastewater systems.
- May be assigned as designated Chief Operator for Water Treatment Facility.

## **QUALIFICATIONS**

### **Demonstrated knowledge of:**

- Principles and practices of supervision and training.
- Advanced principles and practice of water treatment and distribution.
- Advanced principles of drinking water laboratory analyses, laboratory quality control, methods and techniques of water and wastewater sampling.
- Advanced principles and practice of wastewater collection, treatment, and disposal.
- Basic chemistry, microbiology, and related laboratory sciences.
- Safe working practices necessary in working with hazardous materials and chemicals, and confined spaces.
- Principles and practices of electronic and electrical systems used in water and wastewater treatment equipment and hydraulics.
- Methods and techniques in the maintenance and repair of pumps, valves, pipes, bearings, controls, and related equipment.
- Applicable local, federal, and state regulation affecting water and wastewater treatment, water quality, water distribution, and testing.
- Principles of cross connection control.

### **Ability to:**

- Plan, organize, and direct the work of others.
- Train and supervise staff.
- Read, interpret, and apply technical materials, laws, rules, regulations, policies, and procedures, blueprints, diagrams, and written correspondence.
- Conduct water and wastewater sampling and testing.
- Monitor, operate, and maintain water and wastewater treatment facilities, water production and distribution systems, and wastewater collection and disposal systems.
- Provide clear verbal communications and prepare technical reports and memoranda in a well-constructed and concise manner.
- Perform mathematical computations, including basic statistics and analytical formulas.
- Establish and maintain cooperative working relationships with employees, supervisors, regulatory agencies, and the public.
- Understand and carry out oral and written instructions.
- Perform call back work, as assigned.
- Work independently.

## **PHYSICAL AND SENSORY REQUIREMENTS**

- Sufficient eyesight to read fine plans, standard text, and data.

- Ability to speak and hear at normal conversational levels in person and over the telephone.
- Manual dexterity to write legibly and use construction tools.
- Ability to lift and carry up to forty (40) pounds of equipment and/or materials on a regular basis and one hundred (100) pounds on an occasional basis.
- Ability to routinely walk on uneven and slippery surfaces.
- Exposure to outdoors, including inclement weather, and high noise levels.
- Ability to travel to different sites and locations.
- Ability to reach, bend, stoop or crouch to perform work.

### **TRAINING AND EXPERIENCE**

*Any combination of the following education, training, and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed):*

**Education:** Equivalent to a Bachelor's degree in Chemistry, Biochemistry, Biology, Environmental Science, Chemical Engineering or a related field and/or equivalent relevant experience. A Master's degree in a related field is preferred.

**Experience:** Two years of increasingly responsible experience in a management role. Three years of experience as a Water Treatment and System Operator OR three years of experience in the operation and maintenance of water and wastewater treatment facilities, including or supplemented by field work in water distribution.

### **CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

- A valid California Class C Driver's License must be maintained at all times.
- Possession of and continued maintenance of a State of California, Department of Health Services Water Treatment Certificate Grade T3, or the ability to obtain one within 18 months of hire date.
- Possession of and continued maintenance of State of California, Department of Health Services Water Treatment Certificate Laboratory Analyst/Water Quality Analyst Grade 1 CA-NV/AWWA (must be obtained within 24 months of employment). This requirement may be substituted with a bachelor's degree in Chemistry, Biochemistry, Microbiology, Biology, Environmental Science, or Chemical Engineering.

### **BENEFITS**

This District provides a competitive benefit package, including but not limited to comprehensive Medical, Dental and Vision Insurance, Paid Time Off, Paid Holidays, CalPERS Pension, Life Insurance, Disability Insurance, and more.

**APPLICATION REQUIREMENTS:** Please submit a completed package consisting of the following:

- District Employment Application (see below)
- Resume
- Letter of Interest
- Supplemental Questions

Email to [humanresources@slvwd.com](mailto:humanresources@slvwd.com), or mail to the following address:

Human Resources  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006

**CLOSING DATE:** Open until filled

# APPLICATION FOR EMPLOYMENT

San Lorenzo Valley Water District  
13060 Highway 9, Boulder Creek, CA 95006-9119  
Phone: 831-338-2153, Fax: 831-338-7986  
Website: www.slvwd.com

*San Lorenzo Valley Water District is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, age, physical or mental disability, medical condition, or sexual orientation.*

Title of Position Applying For	Date of Application
--------------------------------	---------------------

## Personal Information

Last Name	First Name	Middle Name		
Address	Street	City	State	Zip
Telephone Number	Email Address			

How did you hear about this position? \_\_\_\_\_

Do you have a valid California Driver's License?  Yes  No

License Number	Type of License	Expiration Date
----------------	-----------------	-----------------

Desired Salary: \_\_\_\_\_ Date Available: \_\_\_\_\_

Do you need reasonable accommodations to take a written test or interview?  Yes  No

Are you a U.S. Citizen or are you legally authorized to work in the U.S.?  Yes  No

May we contact your present employer?  Yes  No

May we contact your former employers?  Yes  No

Have you previously applied for employment with the District?  Yes  No

Have you ever been terminated or asked to resign from a position?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever been employed at the District?  Yes  No

If yes, please explain: \_\_\_\_\_

**Education and Training**

Did you graduate from High School?  Yes  No

If not, do you possess a GED or equivalent?  Yes  No

Please list any degrees, certificates, and licenses below:


**Employment History**

*Please describe your work experience in detail, beginning with your current or most recent position. If needed, attach additional sheets using the same format as on this application.*

<b>Exact Job Title</b>	<b>Dates of Employment</b>	<b>Hrs. per Week</b>
<b>Name of Employer</b>	<b>Address of Employer (include city and state)</b>	<b>Phone Number</b>
<b>Name of Supervisor</b>	<b>Number of Employees You Supervised (if applicable)</b>	
<b>Reason for Leaving</b>		

<b>Exact Job Title</b>	<b>Dates of Employment</b>	<b>Hrs. per Week</b>
<b>Name of Employer</b>	<b>Address of Employer (include city and state)</b>	<b>Phone Number</b>
<b>Name of Supervisor</b>	<b>Number of Employees You Supervised (if applicable)</b>	
<b>Reason for Leaving</b>		

<b>Exact Job Title</b>	<b>Dates of Employment</b>	<b>Hrs. per Week</b>
<b>Name of Employer</b>	<b>Address of Employer (include city and state)</b>	<b>Phone Number</b>

Name of Supervisor	Number of Employees You Supervised (if applicable)
Reason for Leaving	

## References

*Please list at least three professional references.*

Name of First Reference	Job Title and Company where you worked together	
Relationship	Phone Number	Email Address

Name of Second Reference	Job Title and Company where you worked together	
Relationship	Phone Number	Email Address

Name of Third Reference	Job Title and Company where you worked together	
Relationship	Phone Number	Email Address

## Applicant's Statement

*I hereby certify that all statements given herein are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. I also agree that the District may verify past employment and educational attainments and may contact my present employer after approval has been granted.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_