



EMPLOYMENT OPPORTUNITY

General Manager of Utilities

City of Beaumont
550 E 6th Street
Beaumont, CA 92223

(951) 769-8520
BeaumontCa.gov

Full Time Part Time Temporary FLSA Exempt Subject to MOU Benefits Available

SALARY RANGE: Step 92-102 Currently \$14,251 —18,243 monthly.

THE POSITION:

Under general supervision of the Assistant City Manager or designee, responsible for the daily supervision of staff to handle operations and maintenance of wastewater treatment plant, lift stations, equipment and collection system, including environmental compliance and recycled water system; provide work scheduling and lead direction for other plant maintenance staff; to oversee laboratory testing including such duties as sample collection and monitoring for compliance; monitors projects; provides technical assistance; responds to problems and emergencies; and to perform other job related work as required.

CORE (ESSENTIAL) DUTIES:

- Provide work direction and scheduling for wastewater operations staff; makes visual inspections of plant operations, insuring that operational problems have been located and corrected;
- Evaluates work methods, procedures, staff and equipment and recommends improvements, procedures, methods to improve efficiency and process capabilities;
- Plans, schedules and implements required routine, preventive and emergency maintenance and repairs;
- Maintains operations records and inspection and logs; updates information for reports; analyzes records and reports to optimize efficiency and effectiveness;
- Prepares and submits reports to Federal, State, County and local agencies;
- Requisitions and maintains an inventory of all equipment and supplies necessary to carry out wastewater operations;
- Assists with employee evaluations and hiring process; provides on-the-job training for less experienced personnel;
- Identifies, develops and conducts proper safety and prevention trainings and programs;
- Maximize process, efficiency, operations, service and quality; and other related duties as assigned;
- Assist with the preparation of annual budget and estimates of future district wastewater needs; consults with engineering, health, environmental, suppliers, and others on changes in operations;
- Attend meetings with the State Water Resources Control Board, Regional Water Quality Board, Santa Ana Watershed Project Authority and other agencies;
- Maintain compliance with the Air Quality Management District (AQMD), California Environmental Reporting System (CERS), Riverside County Department of Environmental Health, OSHA;
- Works with other city department heads to develop, implement, and maintain a Wastewater Master Plan; accounts for future development and associated conveyance and process changes;
- Develop and prioritize a Capital Improvement Program for the Lift Stations, Collections system, Wastewater Treatment Plant, and Title 22 Recycled water facilities;
- Designated as the Legally Responsible Official (LRO) in the California Integrated Water Quality System (CIWQS) for the Sanitary Sewer System;

This recruitment is open to:

- Employees (*Permanent*)
- Employees (*Temporary*)
- Public

Selection procedures may include:

- Applicants will be screened for relevant education and experience
- Those applicants passing the initial screening process may be asked to participate in a written exam
- Those applicants passing the written exam may be required to complete a supplemental written assignment to assess the candidate's writing ability prior to participating in an oral interview
- Those applicants passing the oral interview may be required to participate in a physical agility test
- Candidates who successfully complete the above mentioned requirements will be placed on an eligibility list. Prior to appointment, candidates will be required to pass a comprehensive background check which may include; fingerprinting through Department of Justice, a comprehensive medical examination, psychological assessment, polygraph, and pre-employment drug screening.

How to Apply:

All application packets must be returned to:

**Human Resources Dept.
550 E. 6th Street
Beaumont, CA 92223**

Faxed applications will be accepted. Resumes may be attached, but will not be accepted without a completed City application.

(Continued)

General Manager of Utilities (continued)



- Oversees the Line Maintenance Supervisor and the collection system, including lift stations, force mains, gravity lines, and conveyance;
- Works to develop, implement, and maintain a Sewer System Management Plan (SSMP) per State regulations;
- Oversees the Environmental Compliance Manager and the source control program including inspections, violation assessments and reporting;
- Oversees the Recycled Water Division including the production, storage and distribution of Title 22 water;
- Represents the City on the Basin Monitoring Task Force, the Emerging Constituents Task Force, and Maximum Benefit programs;
- Oversees the operation and maintenance of the Brine Line;
- Oversees the Laboratory Division, management, contracts for service and consultants;
- Monitors changes in laws, regulations, and technology that may affect utility operations; and implements policy and procedural changes as required;
- Provides technical advice to the City's management and the City Council in areas of expertise;
- Confers with and represents the utility department and the City in meetings with members of the City Council, various governmental agencies, developers, contractors, business, and industrial groups and the public.

Knowledge of:

- Methods, practices, materials, and equipment used in the construction, operation and/ or maintenance and repair of wastewater systems.
- Location and general characteristics of wastewater system.
- Operational hazards and standard safety precautions related to the work assigned.
- Wastewater treatment processes
- Principles and practices of wastewater system construction, operation, maintenance and repair.
- Principles of organization, administration, budget and personnel management.

ABILITIES TO:

- Monitoring maintenance programs.
- Interpreting and applying local, state and federal laws, regulations, policies and procedures.
- Supervising, motivating and evaluating staff.
- Preparing and maintain accurate reports and records.
- Perform heavy physical labor
- Understand and carry out oral and written instructions and communicate these instructions to others
- Instruct in and ensure safety methods and procedures as appropriate for construction job sites and conveyance system maintenance and repair
- Work under emergency conditions and respond to call anytime during a 24-hour period.
- Select, supervise, train, and evaluate staff and contractors.
- Establish and maintain effective working relationships; communicate clearly and courteously with the City's internal and external customers.
- Ability to work with minimum supervision

EXPERIENCE, EDUCATION, AND LICENSES:

- Minimum eighteen (18) years of age.
- Must possess a high school diploma from an accredited high school or G.E.D. equivalent.
- Must possess a Bachelors Degree from an accredited college or university with major course in an equivalent field.
- Must possess a valid California Class A Driver's License and maintain possession of such license during the course of employment, or have the ability to obtain one within one year.
- Five years supervisory experience
- Must possess and maintain a Grade V Wastewater Treatment Plant Operator certification issued by the California State Water Resources Control Board and issued through procedures established by the Board
- Any combination of education and experience may be considered.