



CAREER OPPORTUNITY

UTILITIES SYSTEMS SUPERINTENDENT

DEPARTMENT OF PUBLIC WORKS CITY OF CALISTOGA, CALIFORNIA

THE CITY OF CALISTOGA, CALIFORNIA, IS SEEKING A UTILITIES SYSTEMS SUPERINTENDENT (SUPERINTENDENT) to join its Department of Public Works and serve as the leader of the Treatment Plant Operations division overseeing the City's water and wastewater treatment plants. While overseeing a team of six (6) staff and an approximate budget of \$7.5 million, the Superintendent will report to the Public Works Director. This is an exciting opportunity to exercise your in-depth knowledge of operating and maintaining treatment plants, pump stations, and tanks while serving as a subject matter expert and highly motivational leader. The ideal candidate will be an effective communicator, team builder, and collaborator, providing expert guidance to operations staff. Someone with an approachable personality and a desire to lead treatment staff is highly desirable for this position. The next Superintendent will be involved in a couple of large capital projects and be required to effectively communicate with state and federal regulatory agencies, adhere to waste discharge requirements (WDRs) through the National Pollutant Discharge Elimination System (NPDES) permits, and find opportunities for operations and maintenance staff to collaborate and perform work effectively. If you are eager to serve a one-of-a-kind city with small-town charm and further develop an already talented team, apply today!

ANNUAL SALARY: \$124,680-\$151,548 DOE/DOQ



THE COMMUNITY & CITY

CALISTOGA, CALIFORNIA, nestled in the heart of the stunning Napa Valley, offers an unparalleled quality of life. The City spans 2.6 square miles with roughly 5,200 residents and boasts a unique and charming small-town feel, with friendly residents and a relaxed, laid-back atmosphere. With a robust tourism industry that includes hotels, restaurants, and spas, there are plenty of employment opportunities for locals. The region is also famous for its wine production, with several world-renowned wineries based in Calistoga. When it comes to leisure, Calistoga has something for everyone—enjoy the stunning natural beauty and outdoor recreation options, including hiking, biking, and kayaking. Its bustling downtown area offers unique shops, galleries, and restaurants too. With excellent schools and healthcare facilities, and convenient access to larger cities like San Francisco and Sacramento, Calistoga offers an excellent quality of life that is hard to match.

The City of Calistoga is a general law city established in 1886 and has a Council-Mayor form of government. Calistoga is a full-service city that provides a range of direct services including police, fire, water, sewer, library, recreation, public works, senior citizen services, building, code enforcement, zoning/land use, disaster planning, and economic development. The City employs 69 full-time staff augmented with supplemental staff primarily in the Recreation, Fire, and Police Departments and has an operations budget of \$27 million plus capital improvement projects. **The City's mission** is to serve its citizens by maintaining and enhancing economic viability, offering excellent services, improving infrastructure, creating an environmentally sustainable community, maintaining a small-town feel, and expanding recreational opportunities.

CHECK
OUT
THESE
CALISTOGA
STATS

THE DEPARTMENT & DIVISION

LED BY THE DIRECTOR OF PUBLIC WORKS (CITY ENGINEER), the Department of Public Works provides Water Treatment, Water Distribution, Sewer Collection, Sewer Treatment, Reclaimed Wastewater Storage and Distribution, Storm Drainage, Streets, Sidewalks, Traffic, City Facilities and Buildings, Parks, Capital Projects, Engineering, Regulatory Enforcement and other related Public Works services. The Department includes 20 staff dedicated to maintenance and operations, administrative support, and management and has an approximate operating budget of \$11 million, with \$5 to \$10 million of capital annually.

The Superintendent is the integral leader of the Treatment Plant Operations Division within the Public Works Department, which oversees and maintains a water treatment plant, a wastewater treatment plant, five booster pump stations (recycled and non-recycled), four water storage tanks, and distribution sampling/testing. Key assets overseen by the Superintendent include, but are not limited to:

KIMBALL DAM WATER RESERVOIR.

Produces approximately one third of the total annual water demand for the community.

DUNAWEAL WASTEWATER TREATMENT PLANT. A 0.84 million gallon per day (mgd) average dry weather flow activated sludge tertiary and secondary treatment plant.

KIMBALL SURFACE WATER

TREATMENT PLANT. Treatment processes include chemical coagulation, flocculation, and sedimentation in a circular clarifier, chlorination, filtration, and storage in a 100,000-gallon clearwell.

THE JOB

THE SUPERINTENDENT WILL OVERSEE six staff and an approximate operations budget of \$7.5 million, while working closely with the Public Works Director to provide guidance to staff and develop strategies for complex system operations. They will build effective working relationships with their team, other Department heads, City staff, state and federal regulatory agencies, vendors, contractors, and the public. Resolving community inquiries and providing operational staff direction are central parts of this role, as is closely overseeing water and wastewater treatment plant operations and maintenance. Along with highly technical work, this role involves personnel management tasks, such as staff succession development and training, creating performance reports, and implementing annual budget goals and objectives. The Superintendent will also serve on project teams, assisting engineers with design development, plan reviews, and project construction success.

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE WILL HAVE a customer-service mindset, looking to answer questions and solve problems in a respectable and timely manner. They will uplift staff, using open communication and goal-setting strategies to develop their team and increase employee retention. The successful candidate will be highly knowledgeable of all things water and wastewater, working diligently to maintain compliance with various laws and regulations (avoid cease and desist orders), particularly NPDES permits. This leader will have a strong understanding of handling heavy in-flows and knowing/predicting the right time to discharge. They will also be a quick learner, consensus builder, and communicator. It is essential for candidates to be highly organized, thoughtful, and proactive in their work approach.



The ideal candidate will also:

- ▶ Be highly malleable, absorbing useful information from others.
- ▶ Value a positive work environment.
- ▶ Understand and explain complex processes and logistics clearly to staff.
- ▶ Lead with an uplifting attitude.
- ▶ Possess strong emotional intelligence and relationship-building skills.
- ▶ Listen to the ideas of others.
- ▶ Demonstrate sound judgment and effective decision-making.

EMPLOYMENT STANDARDS

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

- ▶ Equivalent to the completion of the twelfth (12th) grade
- ▶ Five (5) years of increasingly responsible experience in performing water or wastewater plant operations, including two (2) years of lead or supervisory experience

LICENSES AND CERTIFICATIONS

- ▶ Possession of:
 - Grade III Wastewater Treatment Plant Operator Certificate for the California State Water Resources Control Board
 - Water Treatment Operator III (T3) Certificate issued by the California State Water Resources Control Board (or ability to obtain within 12 months)
 - Water Systems Distribution Certificate II (D2) issued by the California State Water Resources Control Board (or ability to obtain within 12 months)
- ▶ Possession of, or ability to obtain, a valid California Driver's License by time of appointment

DESIRED

- ▶ An associate's degree in business administration or a related field
- ▶ Possession of a Grade I Laboratory Analyst Certificate issued by the California Water Environment Association (CWEA)



UPCOMING PROJECTS, CHALLENGES, & OPPORTUNITIES

- ▶ Spearheading team development initiatives and staff trainings for staff development and growth
- ▶ **Riverside Ponds Project**
- ▶ New Generator installation at two water treatment plants and a booster station
- ▶ TTHM/HAA5 drinking water reduction
- ▶ Programmable Logic Controls (PLC)/ Supervisory Control & Data Acquisition (SCADA) Project
- ▶ Dunaweal Booster Pump Station Improvement project



SALARY & BENEFITS

Annual salary is **\$124,680–\$151,548 DOE/DOQ** (plus CPI-based increases in January 2024 and January 2025) and an attractive benefits package that includes:

RETIREMENT/PENSION: CalPERS Retirement System: Employees hired before May 1, 2012: 2.5% @ 55 formula for PERS; Employees hired on or after May 1, 2012 and before January 1, 2013 (or employees who qualify for PERS reciprocity): 2% @ 60; Employees hired on or after January 1, 2013: 2% @ 62.

DEFERRED COMPENSATION: Voluntary 457 Plan.

HEALTH, DENTAL AND VISION INSURANCES: City pays 90% of the cost for employee and dependent coverage in the City’s health, dental and vision insurance programs. Health Insurance is through CalPERS (or receive additional \$400 per month paid to employee if health care coverage is waived). Dental and Vision insurances are available for the employee and their dependents.

FLEXIBLE BENEFITS PLAN: Optional participation for premium conversion, health care reimbursement account, and dependent care reimbursement account.

LIFE AND DISABILITY INSURANCE: City pays 100% of premium, with the value at 1x the employee’s annual salary.

VACATION: 80–160 hours per year, depending on years of service with the City.

LEAVES: Management Administrative Leave: 80 hours per year; Sick Leave: 8 hours accrued per month;

HOLIDAYS: 12 paid holidays per year, plus two floating holidays per year.

OTHER: Bilingual pay, technology allowance, and educational reimbursement.

SEE FULL
SALARY &
BENEFITS
SCHEDULE
FOR THIS
ROLE
HERE

HOW TO APPLY

For first consideration, apply by **APRIL 24, 2023** at:

>>> **WBCP JOB BOARD** <<<

SECURE THE DATES

The first round of interviews will be held virtually via Zoom on **MAY 11**. The second round of interviews will be held in person on **MAY 16**. Candidates invited to interview will need to be available for both days.

Please contact your recruiter, Sam Sackman, with any questions: sam@wbcpinc.com
541.630.0657 (direct) | 866.929.9227 (toll-free)