



**CITY OF FORTUNA  
EMPLOYMENT OPPORTUNITY**

**Treatment Plant Operator III- Shift Supervisor  
(In-House Applications Only)  
Full-time, with benefits**

<b>SALARY:</b>	\$42,007 - \$51,108 per year
<b>APPLICATION:</b>	Submit Application Form and Resume ( <i>optional</i> ) to: City of Fortuna Human Resources 621 11 <sup>th</sup> Street Fortuna, CA 95540
<b>FINAL FILING DATE:</b>	<b>In-House applications only, must be received by 4:00 pm on Friday, February 16, 2018</b>

*The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.*

**DEFINITION:** Under the general direction of the Chief Plant Operator (CPO), to supervise and perform a variety of operations, control, and maintenance functions in the City's water and wastewater treatment and pumping systems; to direct and assist operations and maintenance staff in the day-to-day, hands-on operation of the City's water and wastewater treatment and pumping systems (does not include wastewater collection, water distribution, or water storage systems); to supervise and assist with a wide variety of operations, laboratory, maintenance, repair, and construction assignments, including the most skilled and complex tasks; to perform daily laboratory testing and sample collection; to perform a variety of work at all levels in the maintenance, repair, and construction of water treatment and wastewater treatment equipment; to assist in administrative duties as requested; to implement policy decisions and operational directions as requested; and to do related work as directed.

**DISTINGUISHING CHARACTERISTICS:** Shift Supervisors are the first-line supervisors for wastewater operations. Work is performed under the general direction of the CPO and frequently job assignments may be performed with minimal guidance with the expectation that incumbents have the ability to choose among alternatives in completing tasks. Some latitude is granted for the exercise of independent judgment and initiative, with appropriate and responsible reporting and communication with the CPO. Incumbents may act as Chief Plant Operator in the CPO's absence (assuming proper certification), making process control and operational change recommendations. Work is typically performed in a treatment facility environment and may involve physical labor.

**SPECIAL CHARACTERISTICS**

- This position is classified as FLSA non-exempt.
- This position is represented by the Fortuna Employees Association (FEA).
- Due to the responsibilities associated with this position, the position is designated as a safety-sensitive position and drug testing will be a part of the pre-employment physical.
- Flexible work schedule may include rotating through weekend and holiday work assignments; potentially working occasional evening shifts; and rotating through 24-hour call-out duty assignments.

**EXAMPLES OF DUTIES**

Directs the daily operation and maintenance at the City wastewater facility and lift stations. Directs the daily operation and maintenance at the water treatment and pumping facilities. Examples of daily operation and maintenance tasks at the wastewater treatment plant and lift-stations and the water treatment and pumping system: Monitoring the operation of water and wastewater treatment plant pumps, motors, and other equipment; reading gauges, dials, and other instruments that record system and plant operations; interpreting operating data and making operational adjustments; making visual inspections of system and plant operations, insuring that operational problems have been located and corrected; operating valves and controls to feed chlorine and other chemicals, according to plant flows; inspecting, cleaning, and maintaining pumps, motors, valves, filters, meters, and related equipment; implementing preventive maintenance programs including maintenance and repairs for pumps, motors, control circuits, air compressors, hydraulic systems, and other plant equipment; keeping accurate records and logs; collecting samples and performing laboratory tests; working with hazardous chemicals, changing gas cylinders, using proper safety precautions; checking for and repairs chlorine/sulfur dioxide leaks; performing a variety of general maintenance in and around water/wastewater facilities; using hand and power tools; performing heavy physical labor; operating vehicles and equipment; providing training for less experienced personnel; responding to public questions and concerns. Other duties as required.

## **JOB REQUIREMENTS**

- Maintain a valid California Driver's License throughout employment. Incumbent will participate in the DMV "Pull Program".
- Employees must be at least 18 years of age to operate a City vehicle or personal vehicle for work-related purposes, as required by Redwood Empire Municipal Insurance Fund (REMIF), the City's self-funded insurance pool.
- Possess at time of hire, and maintain throughout employment, a valid WW2, or higher, Wastewater Operator Certification issued by the State Water Resources Control Board (SWRCB).
- Obtain WW3, Wastewater Operator Certification issued by the SWRCB within 18 months of date of hire and thereafter maintain a valid minimum WW3, or higher, certification throughout employment. (Employee will remain on probation for a minimum of 12 months and up to 18 months. If WW3 is not achieved within 18 months, employment may be terminated.)
- Possess at time of hire, and maintain throughout employment, a valid T1, or higher, Water Treatment Certification issued by the California Department of Public Health (CDPH).
- Obtain T2, Water Treatment Certification issued by the CDPH within 12 months of date of hire, and thereafter maintain a valid T2, or higher certification throughout employment. (Employee will remain on probation for a minimum of 12 months. If T2 Certification is not achieved within 12 months, employment may be terminated.)
- Obtain AWWA or CWEA Lab certification within 12 months of date of hire and thereafter maintain valid certification throughout employment. (Employee will remain on probation for a minimum of 12 months. If AWWA or CWEA Lab certification is not achieved within 12 months, employment may be terminated.)
- Be able to respond back to work, fit for duty, within 30 minutes of call-out when assigned call-out duty.

### **Knowledge of:**

- *Safe work practices.*
- Principles and practices of water and wastewater treatment plant operations.
- Repair, maintenance, and adjustment procedures for water and wastewater treatment equipment, and Water and Sewer pumping and storage facilities.
- Water and wastewater laboratory testing procedures.
- General maintenance and repair work.
- System Control and Data Acquisition (SCADA) controls and operations.
- OSHA regulations concerning utility operations and maintenance.
- Principles of employee training.
- Good management skills.

### **And Ability to:**

- Perform a wide range of operations, repair, and maintenance work at water and wastewater pumping and treatment facilities.
- Employees must be able to respond to emergency and other call-outs within 30 minutes.
- Work a flexible work shift which may include nights and/or weekends.
- Safely enter and work in a confined space.
- Read and interpret gauges and other devices reflecting plant operations and make complex operating adjustments based on recorded data.
- Take water, wastewater and sludge samples and perform on-site laboratory tests.
- Diagnose a variety of operating and process problems and take effective corrective actions.
- Maintain and update logs, records, reports, and charts, neatly and accurately.
- Provide training for less experienced staff.
- Maintain good public relations.
- *Establish and maintain effective working relationships.*
- *Communicate effectively with others, both orally and in writing, using both technical and non-technical language.*
- *Understand and follow oral and/or written instructions, policies and procedures.*
- *Prepare and present accurate and reliable reports containing findings and recommendations.*
- *Operate or quickly learn to operate a personal computer using software applications appropriate to assigned tasks; as applicable.*
- *Use logical thinking and creative thought processes to develop solutions according to written directions or oral instructions.*
- *Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of deadlines and changing priorities.*

- *Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.*
- *Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.*

**Education and Experience:** High school diploma or GED required. Possession of valid WW2 (or higher) certificate from SWRCB and T1 (or higher) certificate from CDPH is required at time of hire. Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be three (3) years of increasingly responsible, related work such as would be done by a Treatment Plant Operator II working for the City of Fortuna; 3-5 years of experience in the operation of wastewater treatment systems; experience in performing process control on activated sludge or other suspended media secondary systems; and experience supervising others.

**ESSENTIAL PHYSICAL ABILITIES**

- *Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;*
- *Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form*
- *Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to perform the duties of their position;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.*

**EMPLOYEE BENEFITS – FULL TIME**

<b>Salary</b>	Appointment is normally made at the first rate shown on the announcement. Eligibility for advancement will normally occur after one year. Thereafter employees are eligible for merit increases annually.
<b>Retirement</b>	The City is a member of the Public Employees Retirement System (PERS). The City currently has 3 tiers of PERS retirement. The 1 <sup>st</sup> tier applies to members employed prior to March 1, 2012. The 2 <sup>nd</sup> tier applies to current employees hired after March 1, 2012 and previous (Classic) PERS members with a break in service of less than 6 months hired after January 1, 2013. The 3 <sup>rd</sup> tier is the State mandated retirement formula effective January 1, 2013, which applies to New PERS members and previous members with a break in service greater than 6 months. <b>Miscellaneous:</b> <u>Tier 2: PERS CLASSIC MEMBERS (2% at 55, 3 highest years)</u> - The current 7% employee contribution is paid by the employee. <u>Tier 3: NEW PERS MEMBERS or PREVIOUS PERS MEMBERS WITH A BREAK IN SERVICE OF 6 CALENDAR MONTHS OR GREATER (2% @ 62, 3 highest years)</u> – The 6.5% employee contribution is paid by the employee. For the 2% @ 62 formulas the employee contribution will change each fiscal year to be at least 50% of the normal cost rate as determined by PERS.
<b>Insurance:</b>	The City makes a substantial contribution towards medical, dental, optical and life insurance for employees and their families. Current medical coverage is through Anthem Blue Cross with a \$250 annual deductible (up to \$750 for family), and a \$25 copay. Vision insurance is through VSP and dental insurance is through Delta Dental. For FY 2013-2014, the maximum employee contribution for full coverage for employee only is \$76.38 per month, employee + 1 is \$130.33 per month, and employee + two (or more) is \$179.01 per month. A variety of supplemental insurance coverages are also available through AFLAC
<b>Assistance Program:</b>	This program is provided at no cost to employees and includes counseling for family matters and substance abuse, and assistance with legal and financial issues.
<b>Deferred Comp:</b>	ICMA and VALIC deferred compensation plans are available to employees choosing to participate.
<b>Vacation:</b>	Two weeks after one year; three weeks after six years and four weeks after eleven years.
<b>Holidays:</b>	Eleven paid holidays annually.
<b>Sick Leave:</b>	Accrual at the rate of eight hours per month
<b>Other Benefits</b>	To encourage Employees to reside within 20 miles of Fortuna, a residency incentive is given to eligible <b>FEA</b> employees. Children of City employees are eligible to participate in certain City-sponsored recreation activities at no cost while employee is at work, including public skating, Holiday Recreation Programs and the Summer Fun program.
<b>Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.</b>	

**EQUAL OPPORTUNITY**

The City of Fortuna's policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability, or other non-merit factors.

**REASONABLE ACCOMMODATION FOR THE DISABLED**

The City of Fortuna makes reasonable accommodation for the disabled. Individuals with disabilities requiring any accommodation in order to participate in the testing process must inform the City Manager's Office of the City of Fortuna in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

**IMMIGRATION LAW**

In accordance with the Immigration Reform Act of 1986, the City must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

**THE COMMUNITY**

Fortuna is a small rural community of just over 11,800 population, located 20 miles south of Eureka and 250 miles north of San Francisco. Eight miles inland from the Pacific Ocean and adjacent to the scenic Eel River, Fortuna is in the heart of the Redwoods offering quality rural living with outstanding outdoor recreation activity year around. The City has an excellent primary and secondary educational system; College of the Redwoods, a community college, is located 8 miles north and Humboldt State University is 30 miles north. Basic industries are timber, fishing and tourism with a growing service industry including a full-service hospital.

**THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.**



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**Obtain an application from the City of Fortuna**

**621 11<sup>th</sup> Street Fortuna, CA 95540 • (707) 725-7600 • Friendlyfortuna.com**