



The City of Kerman

Invites Your Interest

In The Position Of

Water Distribution & Waste Water Manager



THE COMMUNITY

The City of Kerman is a small city of 17,535 situated 12 miles west of Fresno in the heart of the agriculturally-rich Central San Joaquin Valley. Kerman is a growing city with a reputation as a safe, fiscally sound and well-managed city.

The City enjoys the benefit of being within close proximity to the Sierra Nevada Mountains, home to Sequoia and Kings Canyon National Parks featuring abundant year-round recreational activities. Kerman continues to grow and many recent developments have added new jobs, property and sales tax revenues to help support ongoing core services to the community.

The City of Kerman is a community with a high level of pride and concern for preserving quality of life. Citizens enjoy low crime, good schools, attractive neighborhoods, parks and recreational activities.

THE ORGANIZATION

The City of Kerman is a General Law City and operates under the Council-Manager form of government. The City is governed by a five-member City Council. The Mayor is directly elected to a two-year term and Council Members are elected to four-year terms by district. The City Manager is responsible for policy implementation and overall operations. The Chief of Police oversees and leads the Police Department for the organization.

THE POSITION

Under the direction of the Public Works Director, Plan, organize and direct the Wastewater and Water Distribution System to ensure that water distribution and wastewater samples are collected, wastewater treated and discharged in compliance with all regulations and reporting requirements associated with regulatory agencies; to provide technical assistance for planning, designing, constructing and maintaining wastewater and water facilities and collections systems; pretreatment, collection, treatment, maintenance, environmental compliance and analysis of the wastewater and water system and processes; and to do related work as required.

The Water Distribution & Waste Water Manager will be responsible for the following: Plan, train, assign, schedule, supervise, and evaluate staff of the wastewater treatment plant, involved with the day-to-day operations. Plan and recommend the improvement of plant facilities including capital projects and maintenance project improvements. Participate in the preparation, review and submittal of periodic reports to the California Regional Water Control Board and the related agencies regarding wastewater collection, treatment and disposal. Prepares Annual Consumer Confidence Report for distribution to all residents annually.

Prepare and administer budget for the wastewater and water treatment plant. Implement an asset management program to minimize repairs and replacements and ensure reliable operation of wastewater collection systems, treatment facilities and equipment, by overseeing that preventative maintenance is completed while maintaining proper appearance and cleanliness of equipment and facilities. Direct, coordinate and administer the compliance and monitoring activities of the Division. Develop and implement goals, objectives, policies and priorities. Meet with outside agencies, vendors and customers to resolve water quality issues. Attend hearings related to environmental issues for air, land and water quality.



Develop appropriate responses to violations of permitted activities including reports, short-term and long-term action plans. Prepare applications for and maintain required environmental permits for the Division; act as lead negotiator with the issuing agency. Develop and/or propose research efforts necessary to support Division goals; work with trade organizations to advocate environmental regulations consistent with Division goals.

Controls the water well system through Supervisor Control and Data Acquisition (SCADA) through the operation of pumps, motors, valves utilizing manual, automatic, and programmable systems. Monitors and controls the performance of the water distribution system by a variety of methods including visual observation, physical measurement, sampling, testing, data collection/analysis, and mathematical calculations using related instrumentation systems. Oversees and operates other related systems, such as water tank compressors, and emergency chlorination injection systems for disinfections.

MINIMUM QUALIFICATIONS

Education — Equivalent to an Associate's Degree from an accredited college or university with major course work in business, environmental science, water or wastewater management or other field which could provide the necessary skills. Additional years of managing or supervising experience may be substituted for degree.

Experience — At least four years of progressively responsible experience managing or supervising a wastewater treatment plant performing operations, maintenance, laboratory, administration or regulatory activities.

Driver's License — Possession of a valid California Class C Driver License is required, Class B is desired.

Certifications — Possession of an active Grade III Water Distribution and Grade III Wastewater Treatment Plant Operations Certificate issued by the California State Water Resources Control Board.

Physical Demands — Working conditions in outside areas are subject to variations in temperature, and may include wind, rain and other elements. The ability to work safely outdoors in all weather. Stand, climb and walk for extended periods. Work in confined spaces, slippery and uneven surfaces. Manual dexterity sufficient to grasp, hold object/tools with full range of motion in wrists and arms. Hearing sufficient to understand conversations, both in person and on the telephone. Performing heavy physical labor including lifting of objects above 50 pounds with assistance. Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

COMPENSATION AND BENEFITS

The current salary range for this position is \$6,989 - \$9,366 per month. The City also offers a comprehensive and competitive benefit package including:

- Vacation—Starts at 10 days per year, with progressive earned vacation credits with time in service.
- Holidays—Twelve (12) paid holidays per year.
- Sick Leave—10 days (80 hours) sick leave annually.
- Personal Leave—4 days (32 hours) personal leave annually.
- Insurance—City provides health benefit coverage (100% health, dental and vision) for employees. Employees contribute 30% towards the cost for dependent coverage.
- Retirement—CalPERS 2% @ 60 retirement benefit formula, three year average, with employee paying full 7% of the employee contribution if considered a “classic member” by CalPERS. If considered a “new member” by CalPERS, then the retirement benefit formula is 2% @ 62 with the employee paying the full 6.75% employee contribution amount. Pension formulas are determined based on provisions of the California Public Employees’ Pension Reform Act of 2013 (PEPRA). The employee contribution amount is subject to adjustment by CalPERS.
- Social Security coverage—Employee pays employee portion.
- Long Term Disability Plan—50% paid by City.
- State Disability Insurance (SDI)—Paid by the City.
- Life Insurance—\$50,000 Life Insurance Plan.
- Optional Deferred Comp (457 Plan) available.
- Employee Assistance Program—Provided to employee and qualifying family members at no cost.
- Pre-Tax Flexible Benefit—Section 125 Flex Plan available at employee’s option and is funded by employee salary reduction only.

THE PROCESS

Applications can be obtained on the City's website at www.cityofkerman.net. Please contact Akayla Cheema, Human Resource Officer with any questions, (559) 550-2080.

To be considered for this career opportunity, please submit an original City of Kerman employment application **confidentially** to:

City of Kerman, Recruitment
Attn: Akayla Cheema
850 S. Madera Ave
Kerman, CA 93630
or HR@cityofkerman.org

Application deadline: Open until filled.

Applicants will be competitively screened based on the minimum qualifications. After review of the application materials, the most qualified candidates will be invited to participate in the examination process, which will consist of oral interviews.



Motto
*A Place Where
“Community Comes First”*



Vision
*Facilitate progress while
maintaining the community's
small town character*



Mission
Service. Safety. Livability.



Core Values
*People, Excellence, Team,
Leadership and Innovation*