CITY OF SIMI VALLEY

Announcing an Outstanding Career Opportunity

Water Systems Supervisor

$6,046 - $7,754 per month

The salary range will increase by 2% on December 26, 2016 and 2% on January 9, 2017

Plus an excellent benefits package

The City of Simi Valley is an Equal Opportunity Employer

The City

The City of Simi Valley, home of the Ronald Reagan Presidential Library, was incorporated in 1969. It is a General Law City with a Council/Manager form of government. Simi Valley encompasses an area of 39 square miles and is located in the southeast portion of Ventura County. The current estimated population is 129,234, yet Simi Valley maintains a unique balance of open space and City amenities.

Outdoor recreation includes over a dozen beautiful parks, camping and picnic spots, tennis courts, four golf courses and one of the largest equestrian trail systems in the United States. Boating and other water sporting activities are only 60 to 90 minutes away in Ventura and Santa Barbara. The City of Los Angeles is less than an hour away.

Excellent community facilities provide service to Simi Valley residents. The City has one general hospital, 47 religious institutions, one library, one Cultural Arts Center, three newspapers, one radio station, 24 financial institutions, 21 elementary schools, three middle schools, and four high schools. Four community colleges and four universities are also within commuting distance.

The Position

IDEAL CANDIDATE: The City is recruiting for Water Systems Supervisor. The ideal candidate will possess experience in Water computer systems and networks. And the supervision skills to supervise technical and customer Service area of a busy waterworks system.

THE POSITION: Coordinates staffing and operational activities of the water distribution and computer operating systems, including supervisory control & data acquisition systems (SCADA), computerized maintenance management system, and other software systems and technology; plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for systems operations; coordinates operational activities of the reverse osmosis water treatment plant and the electrical and mechanical control systems; oversees and participates in the maintenance of the SCADA radio system; recommends and implements resulting policies and procedures; identifies opportunities for improving service delivery methods and procedures, and resource

needs; directs, coordinates, and reviews the work plan for assigned operations; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; addresses technical issues at preconstruction meetings; ensures district standards are enforced for SCADA, radio, security, meters, and GIS mapping; performs the more technical and complex tasks related to the water treatment plant, water distribution systems, customer service, and related technology, including implementing changes monitors and approves expenditures; recommends adjustments as necessary; provides staff assistance to the Deputy Director/Waterworks Services; prepares and presents staff reports and other correspondence as appropriate and necessary; develops bid specifications for projects and the purchase of equipment; and performs related duties as required.

Minimum Qualifications

Knowledge of: Operational characteristics, services, and activities of a comprehensive municipal water distribution and treatment program; methods and techniques of SCADA system functions, design, and SCADA products, including IFix SCADA control systems; methods and techniques for the maintenance and programing of Allen Bradley products; methods and techniques of water distribution operating systems; principles of municipal budget preparation and control; methods and techniques of bid specification writing; principles of supervision, training, and performance evaluation; State and federal OSHA requirements for mandated safety programs; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; and pertinent Federal, State and local laws, codes and regulations.

Ability to: Supervise, direct and coordinate the work of lower level staff; select, supervise, train and evaluate staff; read, interpret, and draw mechanical and electrical schematics; program, operate, and maintain telemetry SCADA system to control the water distribution system; provide technical advice on all operational matters including water pumping, storage, meter reading, reporting and customer service; read and interpret construction blue prints and schematics; prepare clear and concise operational and state reports; read, utilize, comprehend, and apply the National Electrical Code, California Electrical Code, and other applicable procedures to electrical installations; maintain detailed records and prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience

Equivalent to the completion of the twelfth grade supplemented by college level course work in water science, environmental science, or a related field and four years of responsible water distribution system operations and maintenance experience, including one year of administrative and/or lead supervisory experience. Experience with water treatment and/or programmable logic controller (PLC) programing is desired.

Special Requirements: Possession of, and ability to maintain, certification as a Grade D4 Water Distribution Operator, certification as a Grade T2 Water Treatment Operator; and an appropriate, valid driver's license.

Benefits

Retirement: Individuals who were active members of a reciprocal public retirement system within the last six months, or were previously employed with the City of Simi Valley prior to January 1, 2013, and enrolled in CalPERS, will be enrolled in the CalPERS 2% @ 55 retirement plan, 4th level Survivor Benefit, and single-highest year compensation.

Other new employees will be enrolled in the CalPERS 2% @ 62 retirement plan, 4th level Survivor Benefit, and three-year average highest final compensation.

The City does not participate in the Social Security system; therefore, there is no FICA deduction from wages, except for Medicare hospital insurance protection.

Benefit Plans: A variety of PPO and HMO plans are available. The City contributes $125 per month for medical, $19.80 per month for vision, and up to $68.94 per month for dental. The City provides up to $1,824.00 per month in Simiflex Dollars, depending upon the medical plan selected; employees who decline medical coverage receive $335.83 per month. Simiflex Dollars are paid as cash and can be used to offset the cost of medical, dental, and vision insurance, or other optional benefits.

Dental Plan: A PPO and HMO plan are available, and each includes orthodontia for dependent children. Employee cost for the plans ranges from $0 to $87.00 per month.

Vision Care: A plan is available with a cost of $2.00 per month.

Flexible Spending Arrangement (FSA): Medical and dependent care reimbursement accounts are available

Benefits Continued

Disability Insurance: The City provides long-term and short-term disability plans for all full-time management employees at no cost to the employees.

Life Insurance: A life insurance policy of $101,000 for employees, and $5,000 for each dependent is provided at no cost.

Tuition Reimbursement: Employees are eligible for tuition reimbursement up to $1,600 per fiscal year for job related or professional development courses after 120 days of employment.

Deferred Compensation Program: Employees may defer a portion of their salary into a 401(k) tax-sheltered account. The City will match an employee's contribution up to $47 per pay period ($58 per pay period effective 6/27/16). Employees may also participate in a 457 plan.

Annual Leave: Employees accrue 208 hours per year for the first five years of employment, and 248 hours per year after five years, and 260 hours per year after ten years (effective June 27, 2016). Annual leave combines vacation and sick leave.

Holidays: Eleven (11) paid holidays per year, paid at eight (8) hours each. One (1) paid (8-hour) floating holiday per year (not to be carried over).

Selection Process

All applications will be reviewed. Admission to appear before an Oral Appraisal Board may be limited to those whose applications demonstrate the best combination of qualifications in relation to the requirements and duties of the position. A written or performance examination may be administered. The qualifications and requirements stated on this announcement represent only the minimum required to file an application. (Although candidates may meet the minimum qualifications listed, an interview is not guaranteed.)

Applicants seeking Veteran's Preferences must submit form DD214 along with their application.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.

TO APPLY: A City of Simi Valley application form and supplemental questionnaire must be completed. Resumes will not be accepted in lieu of the City's employment application. This recruitment is open until filled with a first review of applications occurring on August 29, 2016. Additional reviews may occur until the position is filled.

Application forms may be obtained from:

City of Simi Valley, Human Resources
2929 Tapo Canyon Road
Simi Valley, CA 93063
(805) 583-6743
or visit our website at:

www.simivalley.org

An Equal Opportunity Employer Encouraging Workforce Diversity

All aspects of employment and promotion shall be without regard to actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation.

The provisions of this announcement do not constitute an expressed or implied contract, and any provision contained in this announcement may be modified or revoked at any time.

CITY OF SIMI VALLEY
Supplemental Employment Questionnaire
WATER SYSTEMS SUPERVISOR

This supplemental questionnaire is designed to obtain additional information about your education, training, and experience as it relates to the position of **Water Systems Supervisor**. Resumes will not be accepted in lieu of this form.

Please answer the following questions. Print or type your responses and be as concise and specific as possible in your answers.

1. Describe your water system operation experience. Include where (employer) and when (dates) you gained this experience.

2. Describe your administrative and/or lead supervisory experience. Include where (employer) and when (dates) you gained this experience.

3. Do you possess certification as a Grade D4 Water Distribution Operator?

   ☐ Yes

   ☐ No

4. Do you possess certification as a Grade T2 Water Treatment Operator?

   ☐ Yes

   ☐ No

5. Do you possess a valid driver's license?

   ☐ Yes

   ☐ No

Please sign and date the questionnaire and attach it to your completed City of Simi Valley application.

I declare the statements on this supplemental questionnaire are true and correct to the best of my knowledge.

_____
Name (**please print)**

_____ _____
Signature Date