

**CITY OF RED BLUFF INVITES APPLICATIONS FOR**

**WASTEWATER DIVISION SUPERVISOR**

**ANNUAL BASE SALARY RANGE: \$59,488 - \$75,923.38**  
**PLUS, CERTIFICATION PAY AND LONGEVITY**

**APPLICATION REQUIREMENTS:**

Submit the following documentation to:

**City of Red Bluff, Attn: Human Resources**  
**555 Washington Street**  
**Red Bluff, CA 96080**  
**(530) 527-2605 ext. 3051 or 3073**  
**Email: [hr.redbluff@cityofredbluff.org](mailto:hr.redbluff@cityofredbluff.org)**

- 1). **City of Red Bluff Employment Application**  
(Applications may be obtained in person, by mail at the above address or [www.cityofredbluff.org](http://www.cityofredbluff.org))
- 2). **Copy of high school diploma or G.E.D. certified scores and/or college transcripts**
- 3). **Copy of valid Driver's License: Must possess, or commit to obtaining within 12 months, a valid State Class "B" CDL or higher driver's license.**
- 4). **First Aid & CPR Cert or ability to obtain one**
- 5). **Possess a valid and current Collections Grade II Certificate.**
- 6). **Possess or able to obtain within 12 months, a Collections Grade III Certificate.**

***SUBMISSION OF THE ABOVE ITEMS IS REQUIRED IN ORDER FOR AN APPLICATION TO BE CONSIDERED COMPLETE. INCOMPLETE APPLICATIONS MAY BE DISQUALIFIED.***

**Definition of Position**

Perform a variety of skilled, technical, supervisory, and administrative work for the completion of tasks related to the planning, construction, operation, repair, maintenance, and replacement of municipal water systems and facilities.

**Selection Procedure:**

All application materials received by the final filing date will be reviewed for accuracy, completeness, and job-related qualifications. A limited number of applicants meeting the requirements and demonstrating the most desirable qualifications will be invited to participate in the interview process. It is, therefore, important that the application be thorough, detailed, and clear. The interview and selection processes will consist of an oral panel interview, a possible second interview, a thorough background investigation, and pre-employment medical, Drug/Alcohol exam. An eligibility list of qualified applicants will be established following the testing and interview process. The list will be in effect for one year.

**Current Benefits:**

Benefits include vacation, sick leave and administrative leave of approximately 30 days per year; 12 paid holidays; partially paid health, dental, and vision insurance; 2% @ 62 PERS retirement; workers compensation insurance; and life insurance.

The position of Wastewater Division Supervisor is a confidential at-will position. This means that the employer (The City of Red Bluff) or the employee can terminate employment at any time.

The contents of this announcement shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract or offer of employment. The City of Red Bluff assumes no responsibility for the accuracy of the position description and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The provisions contained in this announcement may be modified or revoked without notice.

**EOE.** We do not discriminate based on race, Religious creed, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, sexual orientation, or age.

**FINAL FILING DATE NOVEMBER 6, 2020 AT 5:00 PM**  
**Postmarks will not be accepted**



**Return completed application in person, mail or email to:**  
City of Red Bluff  
Human Resources Department  
555 Washington Street  
Red Bluff, CA 96080  
(530) 527-2605  
[hr.redbluff@cityofredbluff.org](mailto:hr.redbluff@cityofredbluff.org)

**EMPLOYMENT APPLICATION**

Application must be typed or printed and signed in ink. (Use black or dark blue ink. DO NOT USE PENCIL)

Position applied for: \_\_\_\_\_ Expected Rate of Pay: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MI

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Mailing Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Home Phone No.: ( ) \_\_\_\_\_ Message Phone No. ( ) \_\_\_\_\_  
AREA CODE NUMBER AREA CODE NUMBER

E-Mail Address: \_\_\_\_\_

Driver License No.: \_\_\_\_\_ Class: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

	Yes	No
If you are hired, can you submit proof of right to work in the United States?	_____	_____
Are you at least 18 years of age?	_____	_____
Have you been discharged or forced to resign a position? (If yes, please <b>explain circumstances below.</b> )	_____	_____

Were you previously employed by the City of Red Bluff? (List under what name and year below.) \_\_\_\_\_  
\_\_\_\_\_

Do you have any relatives working for the City of Red Bluff? (List names, relationship and department below.) \_\_\_\_\_  
\_\_\_\_\_

**All new employees are fingerprinted to determine criminal background.**

Do you possess any license, permit, certificate or are there any other experiences, skills or qualifications, which you feel would especially meet the requirements as stated on the job announcement?

Describe:

**If you are attaching a resume, please read:** In order for your application to be considered, the following section **MUST** be completed. **A resume MAY be attached but WILL NOT BE acceptable in lieu of this section.** List below all present and past employment **FOR THE LAST 10 YEARS** beginning with your most recent. Explain gaps between employment periods. If more space is needed, use a separate sheet prepared in the same format and attach securely.

**Incomplete information MAY result in disqualification.**

DATES Month-Year	PRESENT OR LAST POSITION	Company	Position held			
From		Mailing Address	Your supervisor's name and title			
TO		City State Zip Code	Reason for Leaving	Phone No.		
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held			
From		Mailing Address	Your supervisors name and title			
TO		City State Zip Code	Reason for Leaving	Phone No.		
May -we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held			
From		Mailing Address	Your supervisor's name and title			
To		City State Zip Code	Reason for Leaving	Phone No.		
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held			
From		Mailing Address	Your supervisor's name and title			
TO		city State Zip Code	Reason for Leaving	Phone No.		
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
School	Name and Address of School	Course of Study	Credits Earned		Diploma or Degree	Grade Point Average
			Quarter Units	Semester Units		
High						
College						
Other (specify) Business, Trade, etc.						

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ACCOMPANYING MATERIALS ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSIONS OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS TO EMPLOYMENT WITH THE CITY OF RED BLUFF REGARDLESS OF MY LENGTH OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED. I AUTHORIZE THE RELEASE OF PERTINENT INFORMATION TO THE CITY BY EMPLOYERS AND EDUCATIONAL FACILITIES. THIS APPLICATION WILL BE GOOD FOR 180 DAYS.

Signature of Applicant \_\_\_\_\_  
(Use ink, required for application to be complete)

Date \_\_\_\_\_

Position applied for: \_\_\_\_\_

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).*

**CLASSIFICATION TITLE**  
**WASTEWATER DIVISION SUPERVISOR**

**CITY OF RED BLUFF**

**GENERAL PURPOSE**

Perform a variety of skilled, technical, supervisory, and administrative work for the completion of tasks related to the planning, construction, operation, repair, maintenance, and replacement of municipal wastewater collection and treatment systems.

**SUPERVISION RECEIVED**

Performs duties that are under the general supervision of the Public Works Director.

**SUPERVISION EXERCISED**

Exercises close supervision over the assigned lead worker and maintenance workers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Operates and maintains the wastewater collection system and lift stations to control flow and collection of wastewater effluent in order to meet NPDES or other local, state or Federal regulations.

Plans, schedules and implements construction, maintenance, and operations and the construction activities designed to provide quality wastewater and storm-water pipe collection services for the city; oversees construction and maintenance work to determine acceptability and conformance to standards.

Supervises the installation, maintenance and repair of electrical systems that are necessary for the operation of the wastewater collection system.

Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of wastewater collection facilities.

Supervises the control and use of, and assumes responsibility for materials, supplies and equipment that is used in the maintenance, construction and repair of the wastewater collection system and other department facilities.

Inspects and supervises the repair of wastewater equipment, sewer collection systems, pumping stations and controls, at frequent intervals, to help insure that all aspects of the systems are functioning properly.

Requisitions the needed supplies for the department and maintains a variety of records relating to personnel, equipment and supplies.

Advises Director of Public Works and other City officials in matters relating to department activities; provides information to various civic, educational and public groups and individuals regarding wastewater collection problems and services.

Supervises, instructs and assists assigned crews in wastewater collection activities.

Oversees the inspections of main and side sewer installations for compliance with applicable regulations and requirements.

Helps to ensure that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from vendors.

Responds to complaints regarding wastewater system failures, leaks, or other problems; evaluates situation, determines if liability lies with the city or the property owner; explains findings to property owners and notifies appropriate crew if necessary.

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon service will be restored.

Helps to insure the proper maintenance of equipment and tools.

Oversees the safety of assigned workers and equipment by instructing individuals in proper safety procedures and monitoring work in progress.

Assists in motivating and evaluating personnel by acting as a liaison between crewmembers and other city supervisors.

Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of wastewater collection systems and other department facilities to ensure that all equipment is in proper working order.

Analyzes annual operating costs and makes recommendations for department budget.

Provides recommendations regarding heavy equipment purchases and requisitions all supplies and materials needed for effective department operation.

Assists in the design and installation of new wastewater collection lines, pumps or related systems and facilities.

Participates in short and long-term planning of capital improvement projects.

Monitors pretreatment users to assure compliance with discharge requirements.

Enforces rules, regulations, policies and procedures relating to the operation of the wastewater utility system.

Coordinates with other utilities for locations of utility systems.

Other duties as may be assigned.

## **PERIPHERAL DUTIES**

Ability to operate a variety of power construction and maintenance equipment used in the department.

Serves on various employee or other committees as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- Graduation from high school education or GED equivalent; and
- Minimum of five years of increasingly responsible experience in a senior and supervisory capacity that relates to the construction, repair and maintenance of wastewater collection systems including the operation of related maintenance equipment, or
- Any equivalent combination of education and experience.

### Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of equipment, facilities, materials, methods, procedures, and State and Federal standards applicable to wastewater collection systems; Considerable knowledge of sewer pipe installation, connection and repair;
- The skills to; or a commitment to acquire the ability for the operation of the utilized, tools and equipment.
- Ability to guide, direct and motivate employees; Ability to organize and supervise the activities of various crews performing construction and maintenance work; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.

## **SPECIAL REQUIREMENTS**

- Must possess a valid state driver's license or have the ability to obtain one prior to employment. Must possess, or commit to obtaining within 12 months, a valid State Class "B" CDL driver's license.
- First Aid and CPR certifications.
- Possession of a valid and current Grade II Waste Water Collections Certificate and a Confined Space Entry certification. Existing City employees, that have been selected to fill the Waste Water Division Supervisor position, shall retain the 10 % professional incentive pay increment as an addition to the new salary rates established for this position.

## TOOLS AND EQUIPMENT USED

Detection devices, mobile radio, phone, personal computer including word-processing and other software, copy and fax machines.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee often works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

## **SELECTION GUIDELINES**

A formal application, rating of education and experience, oral interviews and references check; job related tests may be required. The successful candidate must be able to pass a pre-employment medical physical and drug/alcohol test.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approved 9/18/2012

I understand the contents of this job description and agree to them as written.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name