October 3, 2017

RE: OPERATIONS SUPERVISOR EMPLOYMENT APPLICATION

Dear Applicant:

Thank you for your interest in the Operations Supervisor recruitment with the District. The monthly salary range for this position is $7,859 – $10,168. Applicants need a satisfactory driving record and will participate in the California Department of Transportation (DOT) drug and alcohol testing program requirements on a continual basis.

Enclosed you will find the following forms to be filled out and returned and important information for your review:

<table>
<thead>
<tr>
<th>Form</th>
<th>Instructions</th>
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<tbody>
<tr>
<td>Employment Application</td>
<td>Please do not write, “See Resume” on Page 2. It is required to complete the employment history. Feel free to include a resume with your completed application. Complete and return</td>
</tr>
<tr>
<td>Employment References Sheet</td>
<td>Complete and return</td>
</tr>
<tr>
<td>DMV Request Form</td>
<td>TAKE ATTACHED REQUEST FORM DIRECTLY TO DMV Driver License / ID Record. NOTE: It is your responsibility to obtain a 10-year driving record dated no more than 30 days old and submit with your completed application. Obtain driving record and submit original driving record with completed Employment Application</td>
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<tr>
<td>Job Description</td>
<td>Information only</td>
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<tr>
<td>Summary of Benefits</td>
<td>Information only</td>
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Mail a completed application packet to: RETURN COMPLETED & SIGNED APPLICATION, REFERENCES, A RESUME AND AN ORIGINAL DMV DRIVING RECORD

Attn: Human Resources
West Bay Sanitary District
500 Laurel Street
Menlo Park, CA 94025

Please note this position is subject to mandatory pre-employment screening including a medical evaluation, drug screening and background investigation. Should you be a finalist and made a contingent offer of employment, you will be required to undergo these screenings prior to the District making a final employment decision.

To apply, go to: https://westbaysanitary.org/about-us/employment/ to download the application packet. Instructions for submitting your completed application are listed on the first page of the packet. To pick up an application packet or submit your completed forms in person, the lobby hours of the Administration office are 8:00am – 4:00pm, Monday – Friday. This recruitment will close by 4:00 pm on October 23, 2017. Incomplete applications will be not be considered.

Call the District at 650-321-0384 with any questions. Thank you.

Enclosures

W:\Admin Data\Personnel\Recruitment\Operations Supervisor\1_Application Pkg Cover Memo.Doc
DEFINITION

Under general direction of the Operations Superintendent and/or the Assistant Operations Superintendent, the Operations Supervisor plans, coordinates, supervises, and performs maintenance and construction on the District’s collection system and collection system appurtenances, and performs other related duties. The position also assists in the planning and implementation of the preventive maintenance program and repairs for the collection system and appurtenances to include CCTV inspection, cleaning, and repair of assets.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Operations Superintendent and/or the Assistant Operations Superintendent.

Responsibilities include direct and indirect supervision of technical personnel for assigned department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

1. Supervises and performs maintenance and repairs on District collection system and other related appurtenances.
2. Follows proper safety precautions related to maintenance and repair; maintains tools, supplies, equipment, and the work site in a safe condition; participates in the District and divisional safety program; ensures staff comply with safety processes and procedures.
3. Assists in the development and implementation of systems and procedures for the repair, inspection, and maintenance of the collection system and other appurtenance.
4. Gives instructions in proper work procedures, resolves work problems, interprets administrative policies, and determines the best approach to accomplish work objectives.
5. Prepares written and oral reports and supervise the maintenance of a variety of records and reports including the monthly Operations & Maintenance (O&M) Report.
6. Supervises, trains, mentors, evaluates, and disciplines subordinates.
7. Schedules and assists with routine maintenance, preventative maintenance, and emergency work.
8. Diagnoses problems, repairs and supervises or coordinates repairs on various equipment, in all weather conditions and under adverse conditions.
9. Responds to and directs others to respond to after hour calls for system failures. Work evenings and weekends as required.
10. Assists in the development and implementation of departmental budget, goals, objectives, policies and procedures.
11. Reviews plans and specifications for facilities improvement, maintenance projects, and capital improvement projects.

12. Assists in the implementation of the Sewer System Management Plan (SSMP).

13. Represents the District in California Water Environmental Associations (CWEA) committees to network and ensure regulatory compliance on programs.


15. Ensures and enforces compliance with applicable Federal, State, and County regulations.

16. Determines the need for materials, supplies, and equipment and prepares specifications as necessary, to purchase equipment and supplies as needed. Obtains estimates and makes purchases of maintenance and construction supplies and materials.

17. Performs Computer Maintenance Management Systems (CMMS) duties such as generating work orders, completion accuracy and data management.

**OTHER JOB RELATED DUTIES**

1. Assists in the development, testing, and monitoring of the District’s emergency response plan for the Operations & Maintenance Group and ensure timely response to events that may have negative impacts on the District’s customers by ensuring the availability of trained staff to respond promptly to service requests 24 hours a day.

2. Assists in preparing Performance Appraisals, ensure and enforce District policy, safety policies and regulations. Initiate disciplinary measures as appropriate.

3. Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Functions, characteristics, and proper use and care of tools, equipment, and materials used in basic wastewater pump stations and related facilities.

- Tools, techniques, and procedures used in basic carpentry, metal, electrical, hydraulic, and mechanical work; basic mathematics; general maintenance, repair, and grounds-keeping techniques.

- The standard methods, practices, materials, tools, and equipment used in the installation, calibration, maintenance, and repair of telemetry systems, communication systems, and data logging equipment common to pumping facilities.

- Purchasing procedures, cost control techniques and inventory techniques.

- Principles and procedures of emergency response preparedness.

- Safety practices and procedures including occupational hazards and standard safety precautions. Safe driving principles and practices.

- Applies computerization/automation.
• Materials, equipment, methods, procedures, and practices used in the design, construction, operation, maintenance, and repair of a sanitary sewer collection system.

• The methods and techniques of wastewater disposal and treatment, and equipment used in such work.

• Chemical Root Control programs.

Ability to:

• Supervise, train, and evaluate subordinate personnel.

• Establish, maintain, and foster positive and harmonious working relationships with those supervised and contacted in the course of work.

• Plan, communicate, delegate, and monitor a variety of concurrent projects. Prepare, maintain, and interpret records and reports and operate District-specific computer systems.

• Evaluate operations and problems, recommend, and implement efficiency and productivity improvements.

• Assist with preparation and administration of a departmental budget including purchasing. Attend public meetings to explain and promote department programs and policies.

• Assist to develop and administer a comprehensive maintenance program.

• Periodically assist to diagnose and either make necessary repairs or schedule others to conduct repairs for pumps, motors, valves, and mechanical, electrical, and electronic difficulties in instrumentation, solid state control apparatus, and related equipment.

• Perform semi-skilled and skilled preventative maintenance activities related to areas of assignment; properly care for tools and equipment; read and record readings of meters and instruments.

• Read and interpret electrical and electronic diagrams and details; design, alter, and fabricate equipment and schematic wiring diagrams;

• Communicate effectively, both orally and in writing, in English, with District staff, suppliers, contractors, and the public.

• Differentiate between colors as related to cable and resistor color codes; keep accurate records and make reports of work in progress.

Skill to:

• Operate contemporary office equipment including computer systems. Operate a motor vehicle safely.

• Perform repairs to collection systems related to the wastewater industry; use diagnostic equipment related to the field.

• Read and interpret diagrams and plans common to wastewater collection system facilities.
License or Certificate:

- Possession of, and the ability to maintain, a valid Class “A”, Commercial Driver’s License through the California Department of Motor Vehicles. Must be able to meet DOT Class A driving requirements on a continual basis.

- Must possess a valid California Water Environment Association Collection System Maintenance Technologies Certificate Grade I; a Grade II is required within 1 year of assignment, and a Grade III is highly desirable within 2 years of assignment.

Experience and Training Guidelines:

- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Five (5) years in the Collection System Maintenance Field or underground pipeline construction, with two (2) years as a Field Crew Leader/Foreman.

- Five (5) years of increasingly responsible experience in wastewater maintenance, repair, construction, and rehabilitation work for a public wastewater collection system.

- High school diploma or its equivalent is required.

- Training or college course work in pertinent areas such as Maintenance, Construction, Project Management and Leadership is desired.

Special Requirements:

Essential duties require the following physical abilities and work environment:

- Ability to work in a standard office environment with ability to drive to different sites. Must possess the physical characteristics to perform the critical and important duties of the class, including sufficient strength to lift parts and equipment weighing up to 75 pounds with appropriate equipment, and sufficient stamina to perform strenuous work for extended periods of time. Must be willing to work outdoors in a variety of weather conditions with exposure to noise, and mechanical hazards. Must be willing to work overtime as needed. May be required to be clean shaven in order to wear respiratory protection equipment.

- Ability to operate sewer cleaning equipment and remove manhole lids in the event of an emergency.

- Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.

Effective Date: August, 2017
Position Status: Un-Classified, FLSA and Non-Exempt Employee
**West Bay Sanitary District Benefits Summary**

The following information is a partial list of the District’s benefits. A complete description of benefits is provided in the District’s Personnel Policy.

- **CalPERS Retirement Pension Plan** – The District has two options for new hires:
  1. The District offers a 2% @ 62 defined benefit retirement plan through CalPERS to new hires with no prior membership in CalPERS.
  2. New hires with current/prior CalPERS membership will be enrolled into the District’s 2% @ 60 defined benefit retirement plan through CalPERS. The District will verify eligibility with CalPERS before enrolling a new employee in this plan.

- **ICMA 457 Deferred Compensation Program** – Employees have the option to designate pre-tax dollars per calendar year per IRS regulation.

- **Medical insurance plans** offered through CalPERS: Anthem HMO Select and HMO Traditional, Kaiser, Blue Shield Access, Anthem Blue Cross administers PersChoice, PersSelect and PersCare.

- **Dental, Vision, Life, Accidental Death and Dismemberment (AD&D) and Long Term Disability (LTD) Insurances** are available through Principal Life Insurance.

- **Flexible Spending Account (FSA) Plan** – See the District’s Personnel Policy.

- **Cafeteria Plan** – The District offers an IRC Section 125 Cafeteria Plan to its eligible employees to assist in the costs of medical, dental and vision monthly premiums as listed below:

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<tr>
<th>Enrollment Level</th>
<th>Effective 1/1/17</th>
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<tr>
<td>Not Enrolled</td>
<td>$200.00</td>
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<tr>
<td>Employee Only</td>
<td>$1,050.00</td>
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<tr>
<td>Two-Party</td>
<td>$2,050.00</td>
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<tr>
<td>Three or more</td>
<td>$2,300.00</td>
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- **Paydays** are on a bi-weekly basis (every other Friday)

- **Hours of work**: 40 hours a week between Monday through Friday or upon approval, work 9 days, 80 hours per 2-week schedule. Certain staff also work on-call and overtime basis as approved.

- **8 paid holidays** per calendar year.

- **5 floating holidays** each calendar year beginning on January 1st.

- **Vacation accrual** – 2 weeks per year for the first 5 years worked for exempt and non-exempt employees. After 5 years, see the District’s Personnel Policy.

- **Sick Leave accrual** – one day (8 hours) per elapsed month of service.

- **Education Assistance and Employee Assistance Programs** – see the District’s Personnel Policy for details.

- **Performance Merit Pay Program (PMPP)** offered to staff for accomplishing goals above and beyond regular goals. PMPP pays up to $5,000 per employee per year.
PLEASE NOTE:
- Complete in blue or black ink. Applications that are not complete, not legible, or do not include information required shall not be considered.
- Completion of application is required even though a resume is submitted.
- Immigrations and Naturalization Service requirements must be met prior to hire.
- Keep the WBSD informed of changes of address.

Position for which you are applying: Operations Supervisor

Social Security Number: _______ - _______ - _______

How did you hear about the job posting: _ Newspaper _ Friend

Web Sites: _ CWEA _ CalOPPS _ WBSD _Other:______________

If hired, can you provide evidence that you are legally authorized to work in the U.S. without immigration sponsorship by the District?  □ Yes  □ No

PERSONAL HISTORY

Name

First    Middle Initial    Last    Phone (8:00 am – 5:00 pm)

Address

Number / Street    City    State    Zip Code

EDUCATION

Circle highest grade completed:  8  9  10  11  12  High School Diploma received?  □ Yes  □ No

If Yes, attach a copy of your High School Diploma with your application.

List name and location of last High School attended:

If you did not graduate from High School, do you have a General Education Development (G.E.D.) or equivalent?  □ Yes  □ No

If Yes, attach a copy of your GED certificate or equivalent with your application.

Circle highest years of College or University completed:  1  2  3  4  Grad Work?  □ Yes  □ No

List College, University, Trade School, etc. below (attach supplemental sheet if necessary):

Name and Location

Years Completed

No. of Units Earned

Major

Degree

LICENSES

Valid California Driver License:

Number    Class    Expiration Date

Licenses, certificates, or other credentials (State, Professional, etc., which are required by this position):

Name of license/certificate, number: ___________________________  Expiration Date:

Name of license/certificate, number: ___________________________  Expiration Date:
**EMPLOYMENT RECORD**

Begin with your present or most recent experience and account for **ALL time during the past ten years**. Leave no time unaccounted for. Attach supplemental sheets if necessary. May we contact your present employer? **Yes** ☐ **No** ☐

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<tr>
<th>EMPLOYER NAME &amp; ADDRESS:</th>
<th>JOB TITLE &amp; DUTIES:</th>
<th>REASON FOR LEAVING:</th>
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Use this space for comments on Experience:

________________________________________________________________________

CERTIFICATION OF APPLICANT:  (Read this statement carefully before signing.)

I hereby certify that all statements made on or in connection with this application or any supplementary materials, including those regarding my training and experience are true and complete to the best of my knowledge and belief. I hereby authorize the West Bay Sanitary District to investigate the accuracy of this information and I release the West Bay Sanitary District from all claims and liabilities arising from such investigation. I understand and agree that any false statements, misrepresentations, or omissions of material fact on this application will be cause for refusal to hire or may cause termination of any employment with the West Bay Sanitary District.

Date: ______________________  Signature: __________________________________________
### Employment References

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Relationship to Applicant (e.g., Supervisor, co-worker, etc.)</th>
<th>Phone Number</th>
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### Personal References

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REQUEST FOR YOUR OWN
DRIVER LICENSE/IDENTIFICATION CARD (DL/ID)
OR
VEHICLE/VEssel REGISTRATION (VR) INFORMATION RECORD
FEE: $5.00 FOR EACH CURRENT RECORD

Write your DL/ID number or plate or VIN on the front or the back of your check.
DO NOT COMPLETE THIS FORM UNLESS YOU ARE REQUESTING YOUR OWN DL/ID RECORD
OR YOU ARE THE CURRENT VR REGISTERED OWNER ON FILE WITH THE DEPARTMENT.

REQUESTER'S INFORMATION  PLEASE PRINT CLEARLY
FULL LEGAL NAME (FIRST, MI, LAST)

ADDRESS

CITY  STATE  ZIP CODE

DAYTIME TELEPHONE

( )

SIGNATURE  DATE

☐ DRIVER LICENSE/ID RECORD
☐ VEHICLE/VESSSEL REGISTRATION
(RECORD (COMPLETE BOXES A & B)
(RECORD (COMPLETE BOXES C & D)

☐ DRIVER LICENSE/ID RECORD
☐ VEHICLE/VESSSEL REGISTRATION
(RECORD (COMPLETE BOXES A & B)
(RECORD (COMPLETE BOXES C & D)

DMV USE ONLY
ID Verified by Cashier Line Date

This request may be presented in person to your local DMV office or mailed to DMV
Headquarters:

Department of Motor Vehicles
P. O. Box 944247  MS G199
Sacramento, CA 94244-2470

Complete if mailing.
Send information to: (Print your name and address clearly in the box.)

NAME

ADDRESS

CITY  STATE  ZIP CODE

— También disponible en español —