CITY OF MERCED

Employment Opportunity

for

PUBLIC WORK SUPERVISOR - LABORATORY/ENVIRONMENTAL CONTROL (Two Positions - One Assigned to Laboratory/One Assigned to Environmental Control)

SALARY: $4892.22 - $5,946.52 Monthly
FINAL FILING DATE: Continuous – May Close Any Time Without Notice

Current and future vacancies will be filled from this eligible list for a period of one year from the date of certification. **Note:** Applications must be in the Personnel Office by 5:00 p.m. on the filing deadline date or they will not be accepted for any reason. Postmarks are not acceptable.

THE POSITION

The Public Works Supervisor - Laboratory/Environmental Control supervises, plans, directs and coordinates the activities of the City's Laboratory and Environmental Control Division of the Department of Public Works Operations, including testing for process control, RWQC, NPDES and CDHS testing and pretreatment programs; prepares correspondence and reports associated with NPDES discharge requirements; ensures compliance with City, State and Federal requirements; does related work as required.

This is the first-line supervisory class position in the Public Works Operations Department, Laboratory and Environmental Control Division.

Duties include, but are not limited to, planning, scheduling and coordinating laboratory sampling and analytical activities for monitoring Wastewater Treatment Plant operation, effluent quality, industrial dischargers and other public works activities; developing programs for monitoring, sampling, testing and enforcement to protect the City's infrastructures and receiving waters in accordance with State, Federal, and local laws, regulations, and ordinances; interpreting and implementing City, State and Federal pretreatment regulations to assist in developing the City's pretreatment and pollution prevention programs; directing Industrial and Water Quality Control sampling and testing programs and laboratory staff in accordance with regulations, standards and quality assurance requirements; training, counseling, and supervising staff; training staff in the performance of routine sample collection and testing; assigning and reviewing work performed; ensuring all rules, policies and procedures are followed, and enforcing disciplinary action when necessary; maintaining records of sampling and analyses; selecting and overseeing analytical procedures to be used in Laboratory/Environmental Control; participating in the development, preparation and submission of required reports and correspondence to State, Federal and local regulatory agencies; reviewing data for accuracy and compliance; investigating reasons for anomalous data, reports findings and developing and implementing correction action, if necessary.

Assisting in the development and management of program budgets, maintaining programs within budget to insure funding of established goals; maintaining and updating the laboratory's quality assurance program documentation in accordance with regulatory requirements; coordinating, supervising, and may perform required analyses by EPA approved and laboratory verified methods; representing the City during inspections of the laboratory and pretreatment program by State, Federal or local regulatory agencies;

carrying out supervisory responsibility in accordance with the City's rules, regulations, policies, and applicable laws; responsibilities include interviewing and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; and addressing complaints and resolving problems.

When Assigned as Public Works Supervisor - Laboratory

In addition to Important and Essential Duties, incumbent is responsible for the following:

Plans, assigns, supervises, and inspects activities and work relating to the operation of the laboratory, including process for verification of Quality Assurance (QA) / Quality Control (QC). Obtains and maintains all necessary laboratory accreditations and certifications for the performance of a variety of bacteriological, biological, physical and chemical analyses.

When Assigned as Public Works Supervisor – Environmental Control

In addition to Important and Essential Duties, incumbent is responsible for the following:

Plans, assigns, supervises, and inspects activities and work relating to the operation of QC, including programs for the Storm Water Pollution Prevention Plan (SWPPP), water quality management plans, industrial dischargers, Fats, Oil, and Grease (FOG), and dental amalgam; investigating any violations related to these programs; and plan, organize, implement, and conduct complex pretreatment inspections. Interpret, implement, and have a working knowledge of City, State, and Federal regulations relating to pretreatment and the State of California MS4 Phase II permit. Obtains and maintains all necessary environmental compliance accreditations and certifications.

Knowledge and Abilities

Must have knowledge of principles, procedures and equipment currently used in physical, chemical, bacteriological and biological analysis of water and wastewater; collection of water samples from the field and proper documentation; qualitative and quantitative determination of inorganic and organic constituents in water and wastewater samples; methods and standards issued by the EPA and the California State Department of Health Services for water sampling and analysis; State and Federal pretreatment program requirements; safe work practices and procedures; principles of public information; development and implementation of source control and environmental monitoring programs.

Must have the ability to plan, organize, implement, and conduct complex laboratory analyses; operate, maintain and calibrate the laboratory equipment used in water quality analyses, including ion meters, spectrophotometers, and gas chromatograph; prepare technical reports and correspondence and maintain accurate records; train, assign, and review the work of others; establish and maintain effective working relationships with City staff, outside agencies, the business community, the public and others; interpret and apply City, State, and Federal regulations to wastewater treatment, pretreatment and process control; read and interpret guidelines, directives, laws and regulations regarding environmental monitoring and control; develop, organize and maintain a variety of data, information, and records; develop and prepare required reports.

THE REQUIREMENTS

Training and Experience:
Any combination of training and experience that provides the knowledge and abilities listed are qualifying. A typical way to obtain these qualifications would be through:

When Assigned as Public Works Supervisor - Laboratory

A Bachelor's degree from an accredited college or university in water/wastewater technology, chemistry, microbiology, or a closely related field, two (2) years experience in an analytical laboratory, plus one (1) year of supervisory experience.

OR

Two (2) years of college-level course in chemistry, including one (1) year of general chemistry and one (1) year organic chemistry, four (4) years experience in an analytical laboratory or a California certified wastewater treatment laboratory, and two (2) years of supervisory experience.

When Assigned as Public Works Supervisor – Environmental Control

A Bachelor's degree or an Associate's degree from an accredited college in a related field. Three (3) years experience in environmental compliance, plus two (2) years of supervisory experience.

Certificate, Licenses, Regulations:
Possession of a valid California driver's license, issued by the Department of Motor vehicles.

When Assigned as Public Works Supervisor – Laboratory

Possession of or ability to obtain a California Water Environment Association (CWEA) certification as a Laboratory Technologist Grade II certificate within 18 months of appointment as a condition of continued employment.

When Assigned as Public Works Supervisor – Environmental Control

Possession of or ability to obtain a CWEA certification as an Environmental Compliance Inspector Grade II certificate within 18 months of appointment as a condition of continued employment.

Possession of Quality Storm Water Practitioner (QSWP) certificate.

A water and/or wastewater treatment plant operator's certification is desirable.

Additional Information

The City reserves the right to change or add to any of the above licensing requirements, job duties, or other employment requirements anytime throughout a candidate's employment when required by law, regulation or business necessity.

Smoking and Tobacco Product Use

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment. Employees hired for positions after July 1, 2006 shall not be permitted to habitually use any tobacco products. Failure to follow this policy will lead to disciplinary action up to and including dismissal.

TYPICAL PHYSICAL DEMANDS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, hear, taste and smell; use of office and laboratory equipment, including such items as microscope, beakers, autoclave, computers, telephone, copiers, and scanner.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment and outdoors, works near moving mechanical parts and with explosives, and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of radiation. Continuous contact with other staff and the public. The noise level in the work environment is usually moderate.

THE EXAMINATION

Application Review-Qualifying Only: Those which meet the minimum qualifications will be submitted to an Application Evaluation Panel to select a limited number of the most qualified candidates to continue in the exam process. The panel's selection will be based upon those applications demonstrating the greatest breadth and depth of applicable training, experience, and education for the position.

Oral Examination - 100%: Job-related oral interviews will be conducted to evaluate a candidate's training, experience and personal traits for the position. Placement on the employment list will be determined by the candidate's final score. Final selection and appointment will be made by the Department Head and City Manager from the top three candidates on the employment list. **ORAL EXAMINATION DATE TO BE DETERMINED.**

PRE-EMPLOYMENT PROCEDURES

All appointments are contingent upon the successful completion of all parts of a pre-employment check consisting of a medical examination, background and/or fingerprint check. Results of the pre-employment check or false statements of material facts may be cause for disqualification, elimination from the employment list or discharge from employment. Employment eligibility verification is required by the Immigration Reform and Control Act of 1986. If you are a U.S. citizen this may be done with a Social Security card and a valid driver's license. You must have these items or other acceptable documents before you can be hired. All new City employees, at time of appointment, are required to sign up for automatic deposit of their payroll check. The City has a Veteran's Preference System that is available in all open competitive recruitments. Please visit cityofmerced.org and click on City Jobs to download a City application form.

EXAM I.D. #5300-11/7/13

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR 8.54(b), the City does not discriminate in admission or access to or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen L. Proctor, Director of Support Services is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 385-6839 or at the TTY telephone number indicated above.

EQUAL OPPORTUNITY EMPLOYER/A.D.A.

****INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE****