



## **BIG BEAR AREA REGIONAL WASTEWATER AGENCY PLANT SUPERINTENDENT**

**SALARY: \$36.87 - \$49.77 Hourly (Exempt)**

**CLOSING DATE: October 16, 2018**

### **The Opportunity**

The Big Bear Area Regional Wastewater Agency (BBARWA) is seeking a Plant Superintendent to plan, organize and direct day-to-day activities associated with the operation, maintenance, modification, and improvement of the wastewater treatment plant. The Plant Superintendent will provide highly complex staff assistance to the Plant Manager and assist in maintaining an atmosphere of quality and excellence in one of the premier mountain resort areas in California.

### **Big Bear Area Regional Wastewater Agency**

BBARWA currently provides centralized, environmentally friendly wastewater conveyance, treatment and disposal for the three member agencies: the City of Big Bear Lake, the Big Bear City Community Services District and nearby County unincorporated area known as Service Area 53B. The service area for BBARWA includes the entire Big Bear Valley (79,000 acres.) Overall, the Agency serves the equivalent of 24,684 dwelling units. The Agency's facilities include a 4.8 million gallon-per-day sewage treatment plant, three major interceptors, an outfall line and disposal site. Effluent from the treatment plant is pumped to Lucerne Valley for irrigation of fodder and fiber crops. The Agency is a key partner in the Big Bear Valley Water Sustainability Project - an innovative and exciting project to reclaim and recover this water resource and keep the water in Big Bear Valley. This will mean upgrades and additions to the current wastewater treatment plant in the near future.

### **The Position**

The Big Bear Area Regional Wastewater Agency is seeking a Plant Superintendent to provide mid-management supervision over plant operations and maintenance. The Plant Superintendent plans, organizes, directs and coordinates plant operations and maintenance activities. The Plant Superintendent primarily coordinates these activities with the aid of a plant maintenance supervisor responsible for the maintenance activities of the wastewater facilities. The Plant Superintendent receives administrative direction from the Plant Manager. See Job Description for a list of essential duties.

## The Ideal Candidate

The ideal candidate should possess a thorough working knowledge of wastewater operations and regulatory issues as well as the skills necessary to effectively manage a complex wastewater agency. The Plant Superintendent will be highly organized and comfortable with managing multiple projects simultaneously.

### **Other characteristics of the ideal candidate include:**

#### **Knowledge of:**

- Principles and practices of wastewater collections, treatment and disposal.
- Treatment plant operations which many include treatment process such as bio-filtration, activated sludge, chemical, biological and mechanical processes.
- Maintenance of plant and equipment such as motors, gas engines, generators, pumping stations and lubrication procedures.
- Pertinent local, State, and Federal rules, regulations and laws.
- Principles and practices of organizational analysis and management.
- Principles and practices of budgeting development, implementation and monitoring.
- Principles and practices of supervision, training and personnel management.
- Safety hazards of volatile solvents, noxious gases, prevention of physical injuries and body infections.
- Sampling and testing procedures and laboratory testing including chemical, biological and bacteriological.
- Modern office procedures and computer equipment.
- Principles of customer service.

#### **Ability to:**

- Organize, implement and direct operations and maintenance activities.
- Analyze regulatory technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- Operate and maintain a wastewater treatment facility.
- Assist in the development and monitoring of an assigned budget.
- Develop and recommend policies and procedures.
- Interpret and apply Agency and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

## Qualifications

The Plant Superintendent shall be chosen on the basis of his or her administrative and technical qualifications. Any combination of education or experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be as follows:

**Education:** Equivalent to completion of the twelfth grade.

**Experience:** Six or more years of increasingly responsible experience in wastewater treatment plant operations including two years of supervisory level experience.

## License and Certificates

- Possession of a valid California Class C driver license;
- Possession of a California Grade IV Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board;
- Possession of a Grade II Collection System Maintenance Certificate and Grade I Maintenance Technologist Certificate as issued by the California Water Environment Association, or the ability to obtain certification with two (2) years of employment as Plant Superintendent.

## Compensation and Benefits

This is an exempt salaried position with an hourly pay range of \$36.87 - \$49.77 based on 40 hours per week.

The Agency offers an excellent benefits package including:

- **Health Insurance:** The Agency provides a comprehensive health, dental and vision plan for all employees. The Agency contribution is an amount equal to the highest cost HMO Family Plan provided for employees and dependents. The Agency currently covers 100% of all dental and vision insurance premiums.
- **Vehicle:** The Agency provides the Plant Superintendent with the use of a vehicle for business purposes and for commuting to and from work.
- **Deferred Compensation Contribution:** If an employee elects to contribute a minimum of six percent (6%) of his/her regular base pay to a Section 457 deferred compensation plan, the Agency will match the contribution at three percent (3%).
- **Retirement:** The Agency participates in the California Employees Retirement System (CalPERS). Classic CalPERS members contribute a 5% employee contribution for the 2.7% @ 55 benefit formula. PEPRAs members currently contribute 6.5% for the 2% @ 62 benefit formula.
- **Social Security:** The Agency does not participate in Social Security.
- **Vacation Leave:** Vacation leave accrues at 104 to 192 hours annually, based upon years of service.
- **Administrative Leave:** Exempt employees accrue 60 hours per year.
- **Other Post-Employment Benefits:** Upon CalPERS retirement from the Agency, the Agency will pay CalPERS health premiums for the retiree, retiree's spouse, and eligible dependents up to a maximum amount equal to the highest cost HMO family plan.

## **The Big Bear Valley Area**

Big Bear Valley is located in the Southern California Mountains of San Bernardino at an altitude of nearly 7000 feet, approximately two hours from Los Angeles or Palm Springs.

Homes throughout the area serve permanent and part-time residents, with several million visitors arriving each year to engage in recreational activities. The area offers a range of housing opportunities in established neighborhoods and housing prices are very reasonable compared to much of the Southern California market. The area boasts an award-winning school district with two high schools, one middle school, and three elementary schools.

## **To Apply**

Review and evaluation of candidates will be done upon receipt of completed materials. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Confidential inquiries welcomed to Sonja Kawa, Human Resources Coordinator, at (909) 584-4523.

A BBARWA application form and Plant Superintendent job description are available on the Agency website: [www.bbarwa.org](http://www.bbarwa.org)

A complete application should include the following: 1) Agency application form, 2) compelling cover letter, 3) comprehensive resume, and 4) three professional references. Resumes are not accepted in lieu of a completed application. Original application package should be delivered by **October 16, 2018** to:

**Big Bear Area Regional Wastewater Agency  
121 Palomino Drive, P.O. Box 517  
Big Bear City, CA 92314-0517  
(909) 584-4018**

***Electronic submittals should be sent via email to:  
skawa@bbarwa.org***



## **PLANT SUPERINTENDENT**

### **DEFINITION**

To plan, organize and direct day-to-day activities associated with the operation, maintenance modification, and improvement of the wastewater treatment plant; and to provide highly complex staff assistance to the Plant Manager.

### **DISTINGUISHING CHARACTERISTICS**

The Plant Superintendent level recognizes positions that provide second level supervision over plant operations and maintenance.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Plant Manager.

Exercises direct supervision over assigned supervisory and technical staff.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Recommend and implement section goals and objectives, establish performance standards and methods for maintenance and operations activities; develop and implement policies and procedures.

Plan, develop and oversee the work of the section; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, services and capital improvements; monitor and control expenditures.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Assist in the coordination and implementation of safety programs, including employee training.

Assist the Plant Manager in investigating complaints and recommend corrective action as necessary to resolve complaints.

Analyze process control procedures, maintenance procedures, and institute changes when necessary to achieve full compliance with regulatory agency water quality and solids disposal requirements.

Maintain accurate operational records and assist in preparation of reports required by regulatory agencies.

Job Description  
Plant Superintendent

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Serve as the designated operator-in-charge (DOIC) in the absence of the Plant Manager.

Inspect facilities, analyze and evaluate operations and maintenance functions.

Develop plans and procedures to ensure that facilities operate within permit limits.

Recommend additions or improvements to treatment facilities and analyze their cost effectiveness.

Build and maintain positive working relationships with co-workers, Governing Board, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Principles and practices of wastewater collections, treatment and disposal.

Treatment plant operations which may include treatment process such as bio-filtration, activated sludge, chemical, biological and mechanical processes.

Maintenance of plant and equipment such as motors, gas engines, generators, pumping stations and lubrication procedures.

Pertinent local, State and Federal rules, regulations and laws.

Principles and practices of budgeting development, implementation and monitoring.

Principles and practices of supervision, training and personnel management.

Safety hazards of volatile solvents, noxious gases, prevention of physical injuries and body infections.

Sampling and testing procedures and laboratory testing including chemical, biological and bacteriological.

Modern office procedures and computer equipment.

Principles of customer service.

Ability to:

Organize, implement and direct operations and maintenance activities.

On a continuous basis, analyze regulatory technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

Job Description  
Plant Superintendent

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Operate and maintain a wastewater treatment facility.

Assist in the development and monitoring of an assigned budget.

Develop and recommend policies and procedures.

Interpret and apply Agency and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

In an emergency, respond to and deploy personnel and equipment as may be necessary.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

**EXPERIENCE, TRAINING AND EDUCATION**

Any combination of experience, training and education that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

**Education:**

Equivalent to completion of the twelfth grade.

**Experience and Training:**

Six years increasingly responsible experience in wastewater treatment plant operations and maintenance including two years of supervisory level.

**LICENSE AND/OR CERTIFICATES**

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and the ability to meet eligibility standards for motor vehicle insurance coverage established by the Agency's insurance carrier.

Possession of a Grade IV State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board.

Possession of Grade II Collection and Grade I Plant Maintenance certifications as issued by the California Water Environment Association, or the ability to obtain certification within two (2) years of employment as Plant Superintendent.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work at elevations of 6,700+ feet, be regularly exposed to fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

***THIS IS A SAFETY-SENSITIVE POSITION REQUIRING A PRE-EMPLOYMENT PHYSICAL EXAMINATION INCLUDING A DRUG and ALCOHOL SCREEN AND BACKGROUND CHECK***

**Big Bear Area Regional Wastewater Agency  
P.O. Box 517, 121 Palomino Drive  
Big Bear City, CA 92314-0517  
Phone (909) 584-4018 ♦ Fax (909) 585-4340**

**PHYSICAL DESCRIPTION OF JOB DUTIES**

<b>JOB POSITION: PLANT SUPERINTENDENT</b>	
Hours Worked Daily: <u>8 - 10</u>	Hours Worked Weekly: <u>40 - 50</u>

**1. Frequency of activity required of the employee to perform the job:**

ACTIVITY (Hours per day)	NEVER 0 hours	OCCASIONALLY up to 3 hours	FREQUENTLY 3-6 hours	CONSTANTLY 6-8+ hours
Sitting			X	
Walking		X		
Standing		X		
Bending (neck)		X		
Bending (waist)		X		
Squatting		X		
Climbing		X		
Kneeling		X		
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use:				
Is repetitive use of hand required?		X		
Simple Grasping (right hand)		X		
Simple Grasping (left hand)		X		
Power Grasping (right hand)		X		
Power Grasping (left hand)		X		
Fine Manipulation (right hand)		X		
Fine Manipulation (left hand)		X		
Pushing & Pulling (right hand)		X		
Pushing & Pulling (left hand)		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		

**2. Daily lifting and carrying requirements of the job (Height object is lifted from floor, table, or overhead location and distance the object is carried.)**

	LIFTING					CARRYING				
	Never 0 hours	Occasionally up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours	Height	Never 0hours	Occasionally up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours	Distance
0-10 lbs.		X			4 ft		X			500 ft
11-25 lbs.		X			4 ft		X			25 ft
26-50 lbs.		X			4 ft		X			20 ft
51-75 lbs.	X					X				
76-100 lbs.	X					X				
100+ lbs.	X					X				

Heaviest item required to carry independently and the distance to be carried: 50 lbs for 20 feet

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**JOB POSITION: PLANT SUPERINTENDENT**

**3. Other job requirements:**

	<u>YES</u>	<u>NO</u>	<u>(IF YES, BRIEF DESCRIPTION)</u>
Driving cars, truck, forklifts and other equipment?	X		Frequently drive car and truck.
Working around equipment and machinery?	X		Pumps, motor, generators, tractors When in Plant or Field.
Walking on uneven ground?	X		When in Plant or Field.
Exposure to excessive noise?	X		When at Treatment Plant and Stations
Exposure to extremes in temperature, humidity or wetness?	X		Frequently during winter months.
Exposure to dust, gas, fumes or chemicals?	X		Drying beds, chemicals When in Plant or Field.
Working at heights?		X	N/A
Operation of foot controls or repetitive foot movement?		X	N/A
Use of special visual or auditory protective equipment?	X		Ear muffs, plugs and goggles.
Working with bio-hazards such as: blood borne pathogens, sewage, hospital waste, etc.?	X		Sewage when in Plant or Stations

**EMPLOYER COMMENTS, IF ANY:**

EMPLOYER CONTACT NAME: Sonja Kawa	EMPLOYER CONTACT TITLE: Human Resources Coordinator
EMPLOYER REPRESENTATIVE SIGNATURE: 	DATE: August 27, 2018



## Employment History

Instruction: Please show all employment within the last ten years. Begin with your PRESENT job and include military or volunteer work. Attach additional sheets if necessary.

From: _____	<u>Name of Employer or Company</u> _____	<u>Phone Number</u> _____	<u>Job Title</u> _____
To: _____	_____	( ) _____	_____
	Address _____		
Total Service	_____		<u>Describe your duties fully:</u>
Years: _____			_____
Months: _____	Type of Business _____		_____
	Your Supervisor's Name & Title _____		_____
	_____		_____
	May we contact ? Yes <input type="checkbox"/> No <input type="checkbox"/>		_____
	Reason for leaving: _____		_____
	_____		_____

From: _____	<u>Name of Employer or Company</u> _____	<u>Phone Number</u> _____	<u>Job Title</u> _____
To: _____	_____	( ) _____	_____
	Address _____		
Total Service	_____		<u>Describe your duties fully:</u>
Years: _____			_____
Months: _____	Type of Business _____		_____
	Your Supervisor's Name & Title _____		_____
	_____		_____
	May we contact ? Yes <input type="checkbox"/> No <input type="checkbox"/>		_____
	Reason for leaving: _____		_____
	_____		_____

From: _____	<u>Name of Employer or Company</u> _____	<u>Phone Number</u> _____	<u>Job Title</u> _____
To: _____	_____	( ) _____	_____
	Address _____		
Total Service	_____		<u>Describe your duties fully:</u>
Years: _____			_____
Months: _____	Type of Business _____		_____
	Your Supervisor's Name & Title _____		_____
	_____		_____
	May we contact ? Yes <input type="checkbox"/> No <input type="checkbox"/>		_____
	Reason for leaving: _____		_____
	_____		_____

I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I authorize BBARWA to make investigations and inquiries of my personal employment references or other related matters, as may be necessary, to arrive at an employment decision. I hereby release employers, school or persons from all liability in responding to inquiries in connection with my application. I understand that any false or misleading information given in my application or at any step in the employment selection process will subject me to disqualification or dismissal. I understand also that I am required to abide by all rules and regulations of BBARWA.

Verification of your identity and lawful work status is a condition of employment.

Offers of employment are contingent upon the applicant passing a job-related medical examination and background checks.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_