



CITY OF VALLEJO, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

WATER DISTRIBUTION SUPERINTENDENT



THE COMMUNITY

The City of Vallejo is a diverse community of approximately 120,000 residents located midway between Sacramento and San Francisco. It is a friendly, active waterfront community covering almost 54 square miles, 24 of which are waterways. Vallejo attracts innovative, hardworking people and takes pride in its 200-year history and maritime heritage. The City of Vallejo is situated in close proximity to other major employment and tourism areas in the greater San Francisco Bay Area – including Napa, San Francisco, Oakland, and Sacramento. Connections via interstates, highways, the railroad, regional ports, and ferry make access to a variety of industry hubs easy. Vallejo offers a mild year-round climate and a variety of recreational opportunities, including; golf, museums, performing arts, boutique shopping, and a wide variety of restaurants offering diverse fare. Vallejo's historic downtown area, weekly downtown farmers' market, and its beautifully restored Victorian homes and business fronts make it an attractive location for residents and visitors alike. The City's "Main Street" designation in 2000 and its two historic districts are a reflection of Vallejo's pride in and emphasis on maintaining its unique character and heritage while it meets the needs of an evolving community. Vallejo's Mare Island Naval Shipyard, decommissioned in 1996, is now being transformed into mixed-use facilities to include a town center, historic core, waterfront promenade with retail and entertainment spaces, and four urban-styled residential neighborhoods with room for more than 1,400 homes. The City is proud of its bay-front park ferry terminal, which provides direct access to San Francisco and is known as a model for transportation in the Bay Area. The City also has a formal downtown waterfront plan that will ultimately transform the entire waterfront area into a transportation-oriented, multi-use center of shops, restaurants, office, residential, and open space. Vallejo is pleased to offer its residents a unique combination of bedroom community, suburban peace, waterfront paradise, and foothill vistas.

THE ORGANIZATION

Vallejo is a full-service, charter city with an adopted FY 2015/2016 budget of \$185.5 million. The City budget, unanimously approved by the Vallejo City Council on June 9, 2015, represents the second year in a row the City has been able to present a structurally balanced budget, which had not previously occurred in over a decade. The City has turned a significant corner by making some difficult decisions and achieving program efficiencies and savings. This spending plan is an enormous accomplishment and an important step toward ensuring the ongoing fiscal stability of Vallejo. The City has prepared a General Fund Five-Year Business Plan and has adopted the following concepts to assure sustainability: (1) live within our means (five-year projection); (2) look to the future (prioritize); (3) stop deferring expenses (maintenance, capital); (4) establish emergency reserves (disasters or emergencies); and (5) use one time monies for one time expenditures (new equipment, unforeseen repairs).

The City has 536 full-time authorized positions in the departments and divisions of City Manager, City Attorney, Police, Fire, Economic Development, Public Works, Finance, Human Resources, Building, Planning, Housing & Community

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Development, Code Enforcement, Water, and Marina. Vallejo has a Council/Manager form of government with a City Council composed of a Mayor plus six Council Members who are elected at-large on a non-partisan basis for four year, overlapping terms.

THE DEPARTMENT & DIVISION

The Public Works Department has three Divisions (Water, Maintenance, Engineering) that work together and independently to provide a variety of maintenance, operations, and engineering services to Vallejo residents. Members of the Department work as a team to enhance the safety and quality of life for all Vallejo residents and customers. The executive team includes the Public Works Director and the three Division heads. The Assistant Public Works Director - Maintenance serves as head of the Maintenance Division, working collaboratively with the Division Heads of the Water Division and Engineering Division. The Water Distribution Superintendent featured in this job announcement reports to the Assistant Public Works Director - Maintenance.

The Public Works Department is highly regarded within the City of Vallejo and is known for continually improving operating standards and customer service. One achievement, in particular, that has a direct impact on the quality of services provided by Public Works is attainment of the American Public Works Association (APWA) Accreditation in August 2015. The purpose of this national program is to provide a means of formally verifying and recognizing public works agencies for compliance with the recommended practices set forth in the Public Works Management Practices Manual. The objectives of the accreditation program are directly in line with the mission of the Department to strive for excellence. Department values include:

- Sharing information with customers and employees on an ongoing basis;
- Working as a team that functions cooperatively and focuses on achieving goals together;
- Developing a well-trained staff; and
- Being accountable to each other and the customers we serve.



The City of Vallejo owns and operates a public water system that treats, distributes, and sells water through its Water Enterprise within the Department of Public Works. The City serves approximately 124,000 customers with 37,300 connections - primarily residential - in a 30-square mile service area encompassing the City, as well as areas in unincorporated Solano and Napa Counties. In addition, the City maintains water service agreements with three neighboring cities. The City's three water treatment plants were recently reconstructed and include state-of-the-art Ozone, SCADA, and MIEX technologies. The Water Enterprise utilizes seven pumping stations to convey the raw surface water supply to the three treatment plants, with two additional pumping stations delivering raw water directly to several large raw water customers. No groundwater sources are used. Transmission and distribution pipelines total over 600 miles. The water distribution system contains multiple pressure zones.

THE DIVISION

The largest and most diverse division of the Public Works Department, the Maintenance Division has a staff of 96 including maintenance workers, pipe mechanics, heavy equipment operators, bridge operators, marina staff, warehouse specialists, electricians, traffic and lighting technicians, supervisors, managers, and administrative staff. This Division is responsible for water distribution maintenance, streets and traffic signal maintenance, city building and vehicle maintenance, marina maintenance, upkeep of public grounds and more. The FY 2015/2016 Maintenance Division operating budget is \$20 million, with \$7 million of that amount dedicated to the Water Distribution function. It is the mission of the Division to provide cost effective, efficient, and responsive service to those that depend on the services provided.

THE POSITION

The Water Distribution Superintendent reports to and receives direction from the Assistant Public Works Director - Maintenance and is responsible for planning, budgeting, directing, and managing the activities of the Water Distribution Branch. This Branch has responsibility for the repair and maintenance of the City of Vallejo Water Distribution System. A key responsibility of this position is administration of several operational plans including the State Operations Distribution Plan (Title 22); the new Vallejo Distribution Management Plan; and the Preventive Maintenance Shop Operational Plan. Under the current structure, the Water Distribution Superintendent has five direct reports, including three supervisors. Another key responsibility of the Distribution Superintendent is to collaborate on a daily basis with staff in Water Treatment, Water Engineering, Water Facilities Maintenance, and the Laboratory to problem-solve and optimize the functioning of the many interconnected parts of the water treatment and distribution system. In addition, the Water Distribution Superintendent will continue the implementation of a results-based performance management system underway Citywide. The maintenance efforts of the various components of the Water Distribution Branch are accomplished through four primary sections:

- *Emergency Maintenance Section* – provides 24-hour emergency response to issues such as leaks, lack of water, low water pressure, broken water mains, and damaged fire hydrants.
- *Planned Construction/Meter Shop Section* – maintains and repairs mainline piping, water service connections, underground valves and fire hydrants; responsible for capital improvement projects

and planned upgrades; completes meter locks and unlocks, fire service installations, and new construction; and the maintenance, repair and testing of 38,411 meters.

- *Preventive Maintenance Section* – responsible for the testing of 2,972 backflow prevention devices and also implements the Division's cross-connection and leak detection programs; these programs are required by the State of California and have proven to be beneficial by allowing the City to identify and correct unwanted deficient conditions associated with the Water Distribution System.
- *Warehouse Section* – maintains an inventory valued at approximately \$1 million and maintains minimum stock quantities of standard use items as well as purchasing various special order items at the request of the Water Distribution Branch.

THE IDEAL CANDIDATE

The ideal candidate would possess a proven track record in the following:

The ideal candidate would possess a proven track record in creating and maintaining an atmosphere of respect, teamwork, communication, trust, professionalism, civility, and accountability for achieving results.

- Competent and cost-effective maintenance and repair of a water distribution system; including hands-on knowledge of the technical, operational, and customer service aspects of a water distribution system.
- Demonstrated knowledge of the materials, methods, and equipment used in a water distribution systems well as in various public works maintenance and construction activities.
- Leadership and management experience and abilities, particularly in creating a cohesive team among disparate work units and managing teams of front-line employees and their supervisors.
- Successful supervision, training, and evaluation of the performance of personnel and the necessary coaching, constructive feedback, and regular follow-up to help staff achieve desired results.
- Clear and professional communication, both verbally and in writing.

- Administrative competence, including budgetary planning and oversight, report writing, tracking and managing relevant data, employee training program design, implementation, and oversight, and employee hiring and discipline in a union environment.
- Ability to establish expectations and set goals for each part of a water distribution operation, follow up, and track desired service results.
- Creating and maintaining an atmosphere of respect, teamwork, communication, trust, professionalism, civility, and accountability for achieving results.
- Build and maintain positive and effective working relationships with all members of the Water Distribution team, co-workers, other Public Works staff, other City employees, elected officials and the public using principles of collaboration, goal achievement, and good customer service.
- Ability to recognize and communicate about interrelated operations in water treatment and routinely collaborate across organizational lines to accomplish shared results in the treatment/distribution system.
- Understanding of pertinent Federal, State, and local laws, codes, and regulations.
- Fostering safe working practices in a public works environment, protecting employees and the public alike.
- Ability to read maps, plans, blueprints, and technical manuals.
- Basic understanding of technologies and their use to efficiently and safely manage a water distribution operation.

EDUCATION AND EXPERIENCE

The following elements are minimally required:

Experience: Four years of increasing responsibility of public works construction or maintenance, including three years of supervisory experience.

Education/Training: Equivalent to the completion of twelfth grade supplemented by specialized training in construction, maintenance, or a related field.

License/Certificate(s): Candidates must possess and maintain a valid Water Distribution System Operator Grade IV Certification granted by the State Water Resources Control Board. From the date of hire, the incumbent will have up to 18 months to obtain a valid Water Distribution System Operator Grade V Certification. Failure to maintain appropriate certification for this classification will result in termination of employment. Possession of, or ability to obtain, an appropriate and valid Class C California Driver's License and a satisfactory driving record is also required.

COMPENSATION

The salary range for the Water Distribution Superintendent is \$97,247 - \$118,205 annually (note: A salary study evaluating comparability with other agencies is underway). In addition to the base salary, the incumbent will receive annually, in cash, payment equivalent to 120 hours as a General Flex Benefit. The City of Vallejo also offers an attractive benefits package, including:

Retirement – CalPERS 2.7% @55 for PERS “classic” employees or those that establish Persisted Reciprocity, with employee contribution of 9% paid by the employee; 2% @62 for new PERS employees or those with a break of more than 6 months in PERS employment with 6.25% employee contribution paid by employee.

Vacation Leave – Accrues at a rate of 10-25 days annually, based upon years of service; maximum accumulation is 75 days.

Holidays – 11 paid City holidays annually plus two floating holidays.

Sick Leave – 12 hours earned for each full month of employment convertible to PERS service credit.

Health Benefits – Employees, spouse, domestic partner, and dependents under age 26 are provided with medical coverage through CalPERS Health Insurance. Employee chooses from many available plans; City pays \$300 plus the difference between \$300 and up to 75% of Kaiser Bay Area Rate. City pays 100% of dental and vision coverage premiums for employee, spouse or domestic partner, and children under age 23. Orthodontic benefits included in dental coverage for employee and eligible dependents, \$2,000 lifetime maximum.

Medical Flex Plan – Employee eligible for \$250 per month in lieu of City-paid medical insurance upon proof of other medical insurance.

Deferred Compensation – Five plans are available on a voluntary basis. Other benefits offered by the City of Vallejo include an Employee Assistance Plan, as well as City-paid life/AD&D insurance and long-term disability insurance for the employee.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

Filing Deadline: Open Until Filled

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalists' selection. Finalist interviews will be held with Vallejo. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

