

# Mt. View Sanitary District



Wastewater Treatment Plant

ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY

## Maintenance Scheduler/Planner

*DEADLINE TO APPLY*

***May 30<sup>th</sup>, 2018***

Recruiting Services  
Provided by  
Koff & Associates

## The District

The Mt. View Sanitary District (MVSD) provides wastewater collection, treatment, and disposal services for the central portion of the City of Martinez and adjacent unincorporated lands to the northeast. As of 2012, the population size was approximately 19,000, with projections to reach 22,087 by 2030 with an average annual growth rate of .9 percent. The customer base is currently an estimated 10,500 dwelling units and 270 commercial businesses; approximately 97 percent residential by parcel and 76 percent by flow.

Originally constructed in 1952, MVSD's Wastewater Treatment Plant has had construction improvements, which increased its current capacity to 3.2 million gallons per day (mgd). Digested sludge is dewatered using a centrifuge. The resulting biosolids are transported to a landfill for use as alternative daily cover. The Treatment Plant effluent discharges into the District's constructed wetland. The process of secondary treatment began in 1968 with the addition of a secondary clarifier, digester, thickener, and high rate biofilter. In 1974 the District reclaimed/constructed valuable wetlands (Moorhen Marsh) to accommodate a shallow water discharge providing a net environmental benefit.

MVSD provides wetlands programs within the 21-acre constructed Moorhen Marsh and the 130-acre McNabney Marsh. The District offers environmental education programs as well as recreational use for residents.

District staff maintains a strong working relationship with the Board of Directors and surrounding community. MVSD totals 16 full-time staff members. The culture is friendly and collaborative, with leaders implementing open door policies; being readily accessible to staff and the public. The team takes pride

in its community relationship, often using a "we can work it out together" philosophy.

## The Opportunity

Under general direction from the Wastewater Operations Supervisor and District Manager, assists in planning and scheduling all District maintenance activities utilizing the District's Computerized Maintenance Management System (CMMS); operates the CMMS system, including job plans, work orders, scheduling applications, data processing and management reports. Manages purchase orders and maintenance contracts. Provides cost estimates and supports the annual budgeting process. Assists District Engineer with system repair, and improvements;

reviews water and sewer improvement plans. Determines the best way to accomplish work by consulting with the Wastewater Operations Supervisor, Operators, requestor, available job plans, District Engineer and O&M Manuals as appropriate. Manages policies and procedures for CMMS, application training for end users, CMMS programs maintenance; checks and

updates asset information; updates and maintains all other system codes; process all field submitted equipment change management forms; adds assets created and deleted from treatment plants and/or collection system facilities; maintains and corrects asset identification number and other related CMMS database management and change management processes.

This position serves as the sole scheduler and planner and asset data base manager for the District.

The incumbent is expected to perform the full range of planning and scheduling duties independently. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.



## Qualifications

### Knowledge of:

- ❖ Applicable Federal, State, and local laws, codes, and regulations, including administrative and department policies and procedures.
- ❖ Modern office practices, methods, and computer equipment and applications, including CMMS, GIS, WORD, EXCEL, and related applications.
- ❖ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- ❖ Preventive maintenance procedures related to water/wastewater treatment plants, distribution, and wastewater collection systems, and water distribution systems.
- ❖ Planning and scheduling software; reading and interpreting plans, specifications, drawings, piping and instrumentation diagrams.
- ❖ Estimating materials, labor and equipment costs.
- ❖ Methods, practices, tools, equipment, materials and safety procedures used in the repair and maintenance of mechanical, electrical and instrumentation equipment used in water and wastewater facilities.



### Ability To:

- ❖ Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- ❖ Establish and maintain a variety of filing, record keeping, and tracking systems.
- ❖ Use English effectively to communicate in person, over the telephone, and in writing.
- ❖ Establish, maintain, and foster positive and effective working relationships with those contacted during work.
- ❖ Work in a team environment as a contributing team member.
- ❖ Negotiate and manage complex planning projects with consultants and staff.
- ❖ Administer contracts with outside consultants.
- ❖ Act as liaison between various project divisions that oversee maintenance project schedules.
- ❖ Prepare and conduct presentations.
- ❖ Work effectively in a team-based organization focused on continuous improvement.
- ❖ Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.



## The Ideal Candidate Profile

- ❖ Broad knowledge of relevant technical skills, the ability to gain cooperation and credibility of a wide variety of personnel throughout the organization, and ability to effectively communicate with field staff and management.
- ❖ Is proficient in establishing and using key performance indicators to set goals and track progress, learn, and improve.
- ❖ Innovative approach in line with the District's identity of being at the forefront of industry trends.
- ❖ Can manage resources actively and creatively to maximize effectiveness.
- ❖ Able to become a key participant of the team by leading or supporting when appropriate.
- ❖ Proven hands-on abilities and knowledge.
- ❖ Aptitude to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- ❖ Competent oral and written communication skills

## 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:*

### Experience

Three years of experience in operation and maintenance of water, wastewater treatment and/or wastewater collection facilities or an equivalent type of facility. Experience in the use of databases and using computers as tools for presenting information for decision-making purposes. Preference of experience with using a computerized maintenance system.

### Training

Equivalent to completion of the twelfth grade supplemented by specialized course work in water and wastewater treatment, construction technology, mechanical and electrical maintenance, business, computer systems, project management or a related field.



## License and Certification:

- ❖ Possession of a valid Calif. driver's license.
- ❖ Possession of a CWEA Wastewater Treatment Plant Maintenance Grade I certification preferred, or ability to obtain within one year.
- ❖ Possession of a CWEA Collection System Maintenance Grade II certification preferred, or ability to obtain within two years.
- ❖ NASSCO certification preferred, or ability to obtain within one year.

## Compensation & Benefits

Salary Range: \$6,254 to \$7,604 monthly. The District offers an excellent benefits package, which is located at [www.koffassociates.com/jobs](http://www.koffassociates.com/jobs) on the job announcement page for this position.

## Important Application Information

To apply for this outstanding opportunity, please visit <http://koffassociates.com/jobs>. Please have your cover letter and resume ready to upload. You may also download the application, and mail your cover letter, resume and application to Koff & Associates, 2835 Seventh Street, Berkeley, CA 94710.

**Deadline to apply is May 30<sup>th</sup>, 2018.**