

**JOB ANNOUNCEMENT**  
(Rev. 10-29-2020)

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Crockett Community Services District

**WASTEWATER OPERATIONS MANAGER**

Salary range: \$6,545 to \$9,217 per month

The Crockett Community Services District is accepting applications for the position of Wastewater Operations Manager. This is a part-time position, envisioned as 32 hours per week. (The salary range shown above would be for a full-time position of 40 hours per week.)

Crockett CSD provides recreation facilities and sewer services for the towns of Crockett and Port Costa. The Wastewater Operations Manager (WOM) is not only a supervisor of employees but accountable for the wastewater and environmental compliance functions of the District.

The Wastewater Operations Manager reports directly to the General Manager and to the District Board at monthly meetings. The WOM bears responsibility for the effective operation and maintenance of wastewater facilities in both Crockett and Port Costa. Typical duties include project design, project bidding, construction management, emergency response, regulatory compliance, code enforcement, public speaking, preparing reports, and attending evening meetings of the District Board, its Commissions or Committees.

**SELECTION PROCESS**

1. **Application Filing:** A completed job application form must accompany the applicant's resume. This position will remain open until filled.
2. **Resumes:** Resumes must be submitted with the completed official application form. Resumes should address the desired qualifications stated for this position, including training and experience, knowledge and ability. Applications received without resumes will be disqualified.
3. **Interviews:** The examination may consist of written exam, computer test and oral interviews.

**INFORMATION AND APPLICATION FORMS**

are available on the district website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

Crockett Community Services District  
P.O. Box 578  
850 Pomona Street  
Crockett, CA 94525  
Tel: (510) 787-2992 Fax: (510) 787-2459  
Email: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)

### **QUALIFICATIONS**

The ideal candidate for Wastewater Operations Manager of Crockett CSD will be a highly organized person with residence in Crockett or within 30 minutes driving time.

He or she will:

- Have a US college degree and be proficient in written and spoken English.
- Have managerial work experience and a background in engineering, construction or wastewater.
- Demonstrate computer proficiency in Word, Excel and Access, and will be a quick learner with ICOMM sewer system management software.
- Meet a high standard in being completely truthful, trustworthy, and fair to all.
- Be good at public speaking and in public interactions.
- Be very good at time management.
- Be self-motivated and have the ability to motivate employees and volunteers.

**AN EQUAL OPPORTUNITY EMPLOYER**

## NO FILING DEADLINE: POSITION OPEN UNTIL FILLED

### **RETIREMENT, HEALTH, AND OTHER FRINGE BENEFITS**

(Revised 10-29-20)

The District shall provide employees working an average of 32 hours/week with vacation leave, sick leave, and other benefits as stated herein.

Vacation Leave: Accrued at 5-1/3 hours per month and accumulating from year-to-year up to cap, including all vacation leave previously accumulated.

Sick Leave: Accrued at 2-2/3 hours per month and accumulating from year-to-year up to cap, including all sick leave previously accumulated.

Paid Holidays: 7 fixed holidays.

Vehicle Allowance: At federal reimbursement rate.

Retirement Program: CalPERS 2% @ 60 formula.

Health Plan: Up to 100% of PERS Kaiser Medical Plan.