

PAUMA VALLEY COMMUNITY SERVICES DISTRICT

Utility Division Supervisor

District Information

Pauma Valley Community Services District (CSD) serves as a vital entity dedicated to providing wastewater collection, treatment, and disposal services to the community within its District. Nestled in the foothills of the Palomar Mountain Range, Pauma Valley is renowned for its scenic beauty. The CSD's role in managing wastewater is crucial for safeguarding the community's health and preserving the environmental integrity of its region. Please visit our website for more information regarding our District.

www.paumavalleycsd.com/

Applications can be downloaded from this website and can be either faxed to 760-742-1588, emailed to Marissa.Fehling@paumavalleycsd.ca.gov, or mailed to 33129 Cole Grade Rd., Pauma Valley, CA 92061. Please no phone calls.

Applications will be accepted until the position is filled. You will be contacted for an interview pending qualifications review. Please see the job description below:

Functional Statement

To perform duties under the supervision of the General Manager and the contract wastewater management, and ultimately the Pauma Valley Community Services District Board of Directors.

Duties

- Plans, assigns, supervises, reviews, and evaluates the work of crews engaged in a wide variety of maintenance activities on field facilities and other District properties, including checking the operation of all collection systems and lift stations, treatment and reclamation systems, effluent disposal systems and related facilities.
- Develops and implements maintenance schedules.
- Plans and directs wastewater management and provides staff training and development.
- Provides technical assistance to crews in resolving difficult problems encountered.
- Supervises maintenance and repair work on wastewater facilities and equipment, and protection of pipelines.
- Inspects job sites to determine work required and to evaluate performance.
- Prepares budget for assigned area, estimates personnel, materials, and equipment requirements for assigned jobs.

- Prepares and maintains a variety of written and computerized reports and records, worksheets, accident reports, maintenance requests, etc.
- Responds to questions and complaints from the public and other agencies.
- Coordinates work with other divisions and outside agencies.
- Provides emergency repair work as needed.
- Evaluate the work of assigned personnel.
- Recommends and implements necessary disciplinary action.
- Participates in the selection of new employees.
- Ensures that safe work methods are followed, and that appropriate safety precautions and equipment are utilized.
- Sets the schedule for Utility staff and coordinates staff availability for “on-call” duties.
- Possess a valid California driver’s license and any professional certifications/licenses deemed necessary by the District.

Responsibilities

- Operate and maintain wastewater treatment and collection systems to ensure compliance with environmental regulations.
- Conduct regular inspections of equipment and facilities to identify and address issues promptly.
- Respond to alarms and emergencies, implementing corrective actions to prevent system failures.
- Collaborate with management and contractors to develop and implement improvements to the wastewater treatment and collection processes.
- Maintain accurate records of operational data, inspections, and maintenance activities.
- Adhere to safety protocols and ensure a safe working environment.
- Operate, test, and repair filters, pumps, and valves in compliance with District policies.
- Conduct weed abatement as necessary and maintain Storm Drain functionality.
- Anticipate issues and perform preventative, anticipated and corrective maintenance.
- Ensure critical spare parts are stocked and communicate when replacement is needed.
- Record daily activities and all operational and maintenance activities.
- Understand emergency protocols in the event of a sanitary sewer overflow or wastewater treatment plant overflow.
- Monitor SCADA and ensure District critical assets are functional and operating as expected.
- Be available to be on call and respond to issues at moment’s notice within a reasonable amount of time deemed necessary by management.
- Oversee contractors and overall maintenance activities of District’s utility infrastructure.
- Work and communicate with the Security Division Supervisor to report any security issues or threats.
- Other duties as required by the General Manager.
- Provide administrative work that includes:

- Providing operational reports to the General Manager and Office Manager.
- Communicate and work with contractors to provide compliance, operational and repair activities.
- Monitor and respond to emails in a timely manner.
- Attend Board meetings and provide operational information as instructed by the General Manager.
- Attend regular meetings and provide updates to management. Obtain certifications deemed necessary by the District.
 - Certain certifications may be required for this position and employment may be offered under the condition a certification or certifications are acquired within an interval of time.

Qualifications

- High school diploma or GED equivalent is required.
- Certification of a CWEA Wastewater Collection System Maintenance Grade I required, Grade II or higher is highly preferred.
- Wastewater Treatment OIT, or Wastewater Treatment I is highly preferred.
- Required to possess a valid California driver's license and any professional certifications/licenses deemed necessary by the District.

Benefits

- Salary based upon experience and Certification level.
- California Public Employees' Retirement System membership - 2% @62.
- Social Security benefit;

Following based on Full Time employment:

- Ten paid holidays per year; one floating holiday per year
- Paid Vacation, 80 to 160 hours - based on years of service;
- Paid Sick Leave, 78 hours per year;
- Paid Health coverage;
- Paid \$50,000 Life Insurance coverage for Employee
- Annual Health Reimbursement Account
- Employee Assistance Program

PRE-EMPLOYMENT REQUIREMENTS: Employment offers are conditional pending the results of all screening processes that are applicable to this position, which may include the following: confirmation of citizenship or legal right to work in the United States; completion of a pre-employment medical review and exam (which may include drug and alcohol testing), and reference checks; confirmation of full COVID-19 vaccination; and potential fingerprinting for a live scan that is sent to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report.