



The Novato Sanitary District is seeking
professional candidates for a

COLLECTION SYSTEM SUPERINTENDENT

SALARY

\$155,256 - \$188,712 Annually

\$12,938 - \$15,726 Monthly

9/80 Work Schedule

Plus an OUTSTANDING Benefits Package

OPEN UNTIL FILLED

**Apply early for first consideration by:
Monday, October 26, 2026.**



<https://novatosan.com/>



(415) 892-1694



**500 Davidson Street
Novato, CA 94945**

ABOUT THE DISTRICT

The Novato Sanitary District provides wastewater collection, treatment, recycling, reclamation, and disposal services to approximately 60,000 residents and businesses throughout the City of Novato and surrounding areas of Marin County. The District also oversees solid waste services through its partnership with Recology for garbage and recycling collection.

In the 1980s, the District modernized its treatment facilities and developed an innovative water reclamation system that received national recognition for its excellence. Today, that award-winning system continues to irrigate more than 800 acres of pastureland on both sides of Highway 37 east of Novato Creek, transforming treated wastewater into a valuable resource that supports local agriculture and helps protect San Francisco Bay. The District takes great pride in its essential role in safeguarding public health, protecting the environment, and enhancing the quality of life for the Novato community.

THE POSITION

The Novato Sanitary District is seeking a collaborative, proactive leader and skilled problem-solver to serve as its next Collection System Superintendent. This key leadership role oversees the day-to-day operation, maintenance, and regulatory compliance of the District's wastewater collection system and recycled water distribution system. The Superintendent plans, coordinates, and supervises maintenance activities and work crews responsible for the inspection, operation, repair, and maintenance of the District's collection system infrastructure.

The selected candidate will ensure water quality, safe work practices, work quality, and accuracy. In addition to maintaining appropriate work records, serve as a technical resource for assigned work crews, and perform other related duties as required.



QUALIFICATIONS

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

Education: A high school diploma or equivalent supplemented with appropriate coursework in mathematics, science, and public administration.

Experience: The equivalent of four (4) years of experience in collection system maintenance, repair, and inspection work, including one (1) year in a lead or supervisory capacity.

License/Certificate:

- Possession of a valid California Class C motor vehicle driver's license and a good driving record consistent with requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.
- Possession of a Grade IV "Collections System Maintenance" certificate issued by the California Water Environment Association (CWEA) is highly desirable.

Other Qualifications:

- Live within a thirty-minute driving radius from the District for responding to after-hours call-outs if required.
- Eligibility to work in the United States under appropriate federal regulations.
- Completion of a work capacity test and medical examination administered by a licensed medical doctor, selected and paid by the District, to determine physical fitness for the job.

IDEAL CANDIDATE

The ideal candidate will:

- Possess a Grade IV Manager-level "Collections System Maintenance" certificate issued by the California Water Environment Association (CWEA)
- Possess a Bachelor's degree or higher in Environmental Engineering, Civil Engineering, Environmental Science, Business, or Public Administration, or a related field. (Desired)
- Possess experience in assisting in the development of the collections system and reclamation budgets.
- Possess the ability to lead, motivate, and develop a field crew.
- Demonstrate accountability, reliability, and ethical decision-making., reliability, and ethical decision-making.
- Possess a thorough understanding of wastewater collection systems, including gravity sewers, force mains, lift stations, manholes, and related infrastructure.
- Demonstrate a strong commitment to workplace safety.
- Remain calm and decisive under pressure.
- Effectively communicate clearly with staff, management, contractors, regulatory agencies, and the public.
- Demonstrate initiative in improving system performance and efficiency.
- Live within a thirty-minute driving radius of the District for responding to after-hours call-outs if required.



TYPICAL DUTIES AND RESPONSIBILITIES

- Plans, supervises, prioritizes, and monitors the work of crews responsible for the operation and maintenance of the District's wastewater collection system, reclamation area distribution system, and related facilities.
- Makes decisions to change and adjust maintenance frequencies and schedules.
- Reviews, provides input, and submits to the Technical Services Manager all applicable periodical and overflow reports to regulatory agencies.
- Performs or directly oversees the more difficult and complex mechanical maintenance and construction duties of the work unit, including reading and interpreting complex construction plans and specifications; responds to emergency calls.
- Participates in the development of policies and procedures; recommends programs, projects, and work assignments to higher-level District personnel; assigns work to assigned crews; monitors work activities to ensure safe work practices, work quality, and accuracy; ensures compliance with applicable rules, policies, and procedures; participates in the selection and training of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as appropriate.
- Prepares a variety of incident and/or analytical reports on operations as necessary; plans, assigns, and directs field maintenance, repair, and construction; prepares and reviews location sketches for maintenance and repair projects.
- Performs basic water pollution control sample collection, laboratory testing, and analysis.
- Assists in the development of the collections system and reclamation budget; assists in monitoring expenditures for the CMOM and maintenance budget in all responsible departments.
- May participate in organizational and community group meetings; addresses and responds to service questions, inquiries, and nuisance complaints.
- Plans and implements an ongoing preventive maintenance program for the District collections system.
- Inspects work-in-progress and completed assignments for timely completion and work quality.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.



100 years
A CENTURY OF SERVICE 1925-2025

BENEFITS OVERVIEW

The Novato Sanitary District offers a competitive benefits package, including choices among plan options for medical, dental, vision, life insurance, short- and long-term disability, and CalPERS long-term care insurance.

Retirement:

CalPERS membership:

- “Classic” (Pre-2013)—2% @ 60, 36-month formula
- New or “PEPRA” (1/1/2013 and after)—2% @ 62, 36-month formula

Retirement Health Savings Account:

District contributes 1.5% of base salary

Deferred Compensation Plans:

- 401(a) plan—District contributes 2.5% of base salary if employee elects to contribute
- 457(b) and Roth 457(b) plans

Health/ Insurance Benefits:

The District currently pays 100% of the premiums for employees and eligible dependents:

- Selection of health care plans through CalPERS, up to the cost of the CalPERS Kaiser North Plan
- Dental care plan from Delta Dental
- Vision care plan from VSP
- \$50,000 term life insurance policy
- Long-term disability insurance
- State Disability Insurance and Paid Family Leave

Leave Benefits:

- Paid Vacation Leave—80 hours per year, accrued monthly, which may be used after six months of continuous service. Accrual rate increases after three years of service.
- Paid Sick Leave- 96 hours per year, accrued monthly
- 12 paid holidays per year, plus 2 floating holidays after a year of service.
- Administrative Leave (Exempt Employees)—80 hours per year, accrued monthly

Schedule:

9/80 work schedule with every other Friday off. After-hours as needed for emergencies.



Recruitment Services Provided by,
Muchmore Than Consulting, LLC



Muchmore Than Consulting



SELECTION PROCESS

Each candidate's background will be evaluated based on the information submitted. Only the most qualified candidates will be invited to the next phase in the recruitment process, which may include an oral panel interview and/or practical exercise. Only the names of the most qualified candidates who pass the initial selection process will be submitted to the District for final consideration.

HOW TO APPLY

Qualified candidates are invited to apply by submitting a cover letter and a focused resume detailing their recent experience and demonstrated career accomplishments relevant to this position, along with their completed application and supplemental questions to CalOpps.org. <https://www.caloppo.org/novato-sanitary-district> or scan the QR code below.

All materials must be included to be considered as a candidate.

This position is OPEN UNTIL FILLED

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The Novato Sanitary District is not responsible for the failure of internet forms or email in submitting your application. Additional inquiries about the position or candidates with a disability who may require special assistance in any phase of the recruitment process should contact Danielle Oliveira from Muchmore Than Consulting

Danielle@muchmorethanconsulting.org



SCAN ME

**THE NOVATO SANITARY DISTRICT
IS AN EQUAL OPPORTUNITY EMPLOYER**