



BE A PART OF AN AWARD WINNING TEAM!

The Novato Sanitary District is Seeking Qualified Candidates for a
SENIOR ENGINEER

Salary: \$146,184 - \$177,684 Annually

\$12,182 - \$14,807 Monthly

Plus an OUTSTANDING Benefits Package



Creating Worth from All of Novato's Waste

ABOUT THE DISTRICT

As a special District, Novato Sanitary District is an independent local agency serving about 60,000 residents. The District covers approximately 34 square miles providing wastewater collection, treatment, disposal and recycling for Novato and the surrounding area.

District facilities include approximately 250 miles of sewers, 40 pump stations, a state-of-the-art award-winning wastewater treatment plant, and an approximately 800-acre reclamation facility. In addition, the District franchises garbage collection and recycling for the Novato area, and administers local solid waste diversion activities. The District has a fiscal year 22-23 Operating budget of \$12.6 million and a Capital Improvements budget of \$18.6 million.



THE POSITION

The Novato Sanitary District is seeking a vibrant and knowledgeable Senior Engineer to serve as a leader for the engineering projects section for the District. The incumbent is responsible for directing the processing of engineering studies, development of designs, plans and specifications, assigning engineering projects to professional staff, and managing the integration of special projects with schedules of continuous operations. The Senior Engineer supports the department's organizational policy and procedural development activity and supervises office operations in conformance with applicable statutes, regulations, policies, procedures and technical standards. The selected candidate is expected to independently perform the full scope of assigned duties as assigned.

THE IDEAL CANDIDATE

As part of the District's succession planning, it is envisioned that the incumbent may move up in the organization, progressing to Technical Services Manager and eventually Deputy General Manager as the opportunities arise. The ideal candidate will be someone looking to grow their career with the District.

The ideal candidate will be a professional, dedicated, and enthusiastic leader who can implement strategic goals for the District and see challenges as opportunities for improvement.

In addition, the Ideal Candidate will possess the following:

- Extensive experience in managing capital projects through all phases, preferably for a water/wastewater utility or municipality.
- Success in working with multiple stakeholders including regulatory agencies, environmental groups, consultants, members of the community and peer agencies in the course of implementing projects.
- Experience developing capital improvement plans and budgeting.
- Excellent oral and written communication skills, and the ability to articulate complex concepts in simple terms to a wide audience.

These winning strengths combined with the ability to communicate effectively, demonstrate emotional intelligence and political savvy, and a desire to improve the customer service experience will ensure efficient management of the day-to-day department and staff needs, timely development of plans, and achieve goals.

ESSENTIAL FUNCTIONS

Policy Implementation: Develops and implements operating policies and procedures for use in preparing capital improvement planning documents and studies, design and plans review, specifications, estimates, construction documents and other materials required for engineering operations and services.

Supervision and Training: Organize allocation of staff among various capital improvement projects and activities. Establish general rules to apply to daily operations. Participate in the selection of new employees; schedule and monitor their orientation. Schedule, monitor and train or arrange for the training of employees on professional standards and procedures.

Engineering Operations: Establish and implement engineering project and work schedules for planned and approved capital improvement projects and for office engineering activities. Review and adjust schedules as needed; review accuracy of engineering records. Make decisions in emergency or critical situations requiring immediate action. Prepare information and data for equipment purchases and engineering projects involving the application of multiple legal, technical, or regulatory requirements. Serve as liaison between the District and external agencies on matters involving maintenance and repair programs.

Policy Development Support: Prepare and provide reports, information and advice on statutory and regulatory requirements, technical standards and probable operational impacts of contemplated staffing, operational systems and equipment, or other policy changes relating to engineering programs. Prepare time and cost estimates for engineering budget preparation. Research, recommend, and participate in the planning of proposed projects. Prepare planning documents and direct studies for capital improvement planning.

General Operations: Participates in the general administrative operations of the department and the District. Assume responsibility for covering a part of the work assignments of other supervisors or managers during short absences. Participate in teams engaged with process and customer service improvements, cross-training, peer and team performance evaluations. Participate in District related civic events, and activities of community and professional organizations; attend meetings and make presentations. Participate in District committees, social and staff functions.



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: Bachelors Degree in Civil Engineering, Mechanical Engineering, or closely related field from an accredited college or university. A Masters degree is preferred.

Experience: Seven (7) years of professional level experience in civil engineering practice related to water or wastewater capital improvement planning, design and construction, and secondary wastewater treatment plant maintenance experience; of which at least two (2) years were with a facility of comparable size and complexity to that of the District.

Additional Requirements: Eligibility to work in the United States under appropriate federal regulations.

- Completion of a medical examination administered by a licensed medical doctor, selected and paid by the District, to determine physical fitness for the job.
- Possession of a valid California 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;
- California State Registration as a Professional Engineer.

COMPENSATION & BENEFITS

The starting salary will be commensurate with the experience, qualifications and skills of the successful candidate and within the range of \$146,184 - \$ 177,684 Annually, \$12,182-\$14,807 Monthly. A 3% COLA is anticipated on July 1st, 2023. 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

- For "classic" CalPERS members (joined CalPERS or reciprocal agency prior to 2013): 2% @ 60 retirement plan, 36-month formula,
- For new CalPERS members (joined CalPERS or reciprocal agency after 1/1/2013): 2% @ 62 retirement plan, 36-month formula,
- District contribution of 1.5% of base salary to Retirement Health Savings Account.
- District contributes 2.5% of base salary to a 401(a) plan for Management and Confidential (M/C) positions that opt to participate. Note that the 401(a) plan requires an irrevocable, pre-tax contribution to be set by employee.
- Voluntary deferred compensation plans - 457(b) and Roth 457(b) employee contribution plans are available.
- No Social Security deduction.

Health/ Insurance Benefits

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

- Health care, up to the cost of the CalPERS Kaiser North Plan
- Delta Dental Insurance benefits
- Vision care benefits
- \$50,000 term life insurance policy
- Long-term disability insurance

Leave Benefits

- District provides paid vacation, accrued at 6.67 hours per month for the first three years, increasing thereafter in accordance with the District's Personnel Rules and Regulations, *Note: vacation leave may not be used until completion of at least six months of continuous service with the District.*
- Exempt positions receive 80 hours of Administrative leave annually, at 6.67 hours per month
- Eight hours of paid sick leave accrued monthly with no accrual limits
- Thirteen (eleven plus two floating) paid holidays per year.



THE SELECTION PROCESS

DEADLINE TO APPLY: Friday, June 9, 2023 11:59 PM.

Qualified candidates are invited to apply by submitting a Letter of Interest and a focused resume detailing their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position along with their completed application to:

Apply@muchmorethanconsulting.org. The employment application, focused resume, and letter of interest are essential to the application process to be considered as a candidate. To download the employment application please follow this link to the Districts employment page, <https://novatosan.com/about/employment/> or scan the QR code below:



Each candidate's background will be evaluated on the basis of 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 consideration for final selection.

Additional inquiries about the position may be directed to Danielle@MuchmoreThanConsulting.org. The District is not responsible for failure of internet forms or email transmission in submitting your application.

Candidates with a disability who may require special assistance in any phase of the application or selection process should advise us by emailing Danielle@MuchmoreThanConsulting.org or calling (707) 490-0563.



Recruitment Services Provided
By:



Novato Sanitary District is an Equal Opportunity Employer. The District does not discriminate on the basis of race, religion, sex, national origin, ancestry, disability, medical condition, genetic characteristics or information, marital status, age, or sexual orientation, or any other classification protected by law.