

CITY OF INGLEWOOD

Human Resources Department

Announces a Career Opportunity for a:

WATER TREATMENT PLANT SUPERVISOR

PROMOTIONAL AND OPEN COMPETITIVE



The City is currently participating in a Work Furlough Program through December 31, 2013 with City Hall closed every Friday.

The Work Furlough Program reduces employees work week from forty (40) hours to thirty (36) hours per week.

ESSENTIAL JOB DUTIES:

- Oversees, interprets and implements City, state and Federal guidelines, policies and procedures of water quality; maintains ground water production and treatment and water quality;
- Schedules, assigns and oversees work activities including laboratory operation, field sampling and pump and groundwater production;
- Monitors and reviews progress, efficiency and quality of work activities;
- Evaluates performance of assigned staff, recommends hiring, training and disciplinary action for assigned staff.
- Prepares staffing, time and material estimates required for operation and maintenance-related projects; assists in the preparation of Division budget and staff reports;
- Maintains records and submits reports to Department of Health and other governing bodies for compliance; conducts safety meetings;
- Performs regulatory compliance tasks concerning environmental safety issues;
- Oversees the cleanliness of the treatment plant, pumping stations, well sites and reservoirs;
- Attends meetings and seminars involving water quality and ground issues, groundwater production, pumps, motors and other water treatment equipment.

MINIMUM QUALIFICATIONS

BA/BS in Chemistry, Physical Science or closely related field, **AND** five (5) years experience in water plant/treatment operation **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License, a Health Department Water Treatment Certificate T-3, Water Quality Analyst Certificate and/or Water Distribution Certificate D-3.

The ideal candidate will be knowledgeable of and be able to put in to practice applicable City, county, state and Federal statutes, rules, ordinances, codes and regulations governing water treatment and production, water quality and safety compliance codes and guidelines, and occupational hazards and safety precautions. Must be skilled in the use of a personal computer hardware and software; and budgeting and purchasing techniques and procedures, in supervising, delegating and evaluating work of subordinate staff, prioritizing and scheduling maintenance activities, and establishing and maintaining effective working relationships; Possess the ability to effectively communicate verbally and in writing with all levels of staff.

THE SELECTION PROCESS begins with a complete evaluation of all applications submitted; resumes are accepted but not in lieu of an official City application. Only those applicants meeting the minimum qualifications and determined to be "most qualified," as reflected in their application materials, will be invited to participate in Selection Process for this recruitment.

The Selection Process for this position may consist of a training and experience evaluation; a multiple choice written exam; and a qualifications appraisal interview. Candidates must pass each test part with a score of 70% or higher to have their names placed on an active eligibility list for this position.

TO APPLY

Interested parties must complete an official City application; resumes are accepted but not in lieu of the official city application. Applications will be accepted by the Human Resources Department until March 28, 2013 @ 5:00 pm. Applicants must submit a copy of professional certification requirements with application materials.

OPEN: 02/28/2013 REC NO. 2013-07

One West Manchester Boulevard • Inglewood, CA • 90301 • Ph. (310) 412-5460 • human resources@citvofinglewood.org



Applications will be accepted Monday – Thursday from 7:30 a.m. to 5:00 p.m. for all open positions unless otherwise stated on the job announcement. Resumes will not be accepted in lieu of a City application form, but may be attached to the City's form.

Supplemental Questionnaires are required for some classifications along with proof of degree and certification requirements should the position require such.

Applications are subject to review for legibility and eligibility. Only applicants who application materials clearly meets the minimum qualifications as demonstrated in their application materials and whose training and experience best meet the needs of the City will be invited to participate in the selection process.

CONVICTIONS for violations of law must be fully disclosed. Failure to report convictions may result in dismissal. Convictions are not an automatic disqualifier; failure to provide accurate penal codes and convictions will be disqualified. The City reserves the right to fingerprint all prospective employees and volunteers prior to beginning any assignment.

Changes of name, address, or telephone number must be communicated to the Human Resources Department immediately to ensure proper delivery of notices and information regarding the selection process or status of application materials.

VETERANS POINTS may be awarded for entry level examinations. To qualify, applicants must submit form #DD214 with application materials.

TYPES OF RECRUITING EXAMS

"OPEN" examination is a competitive examination open to all interested and qualified applicants.

"PROMOTIONAL ONLY" examinations shall be limited to permanent City employees. You must be currently employed by the City in a permanent full time, probationary, and/or permanent part-time status to participate in the selection process.

"OPEN AND PROMOTIONAL" examinations are open to interested and qualified applicants. Should a sufficient number of internal qualified applicants apply, the recruitment may be converted to a promotional only process.

Qualified applicants are those who meet the minimum qualifications, and whose training and experience as described in the application packet best meet the needs of the City.

Qualified applicants will receive notification of the date, time, and place of examination(s) by one or more of the following: Email, US mail, or telephone. Disqualified applicants will receive notification of their status by email or US mail.

ELIGIBILITY LISTS

An eligibility list will be established consisting of names of those candidates who have passed all portions of the examination process. Names shall be arranged in ranking order based on final scores. Test takers must pass each test part with a minimum score of seventy (70%) to have their name placed on the eligibility list for the job classification.

Pursuant to Inglewood's Civil Service Rules and Regulations Rule IV Section (d) New names may be added to an eligible list from time to time dependent upon obtaining of additional qualified candidates pursuant to the selection process or as a result of a reduction of force.

Appointments will be made from candidates in the top three rankings on the eligibility list who are ready, willing, and able to accept a position. The manager of the hiring department shall interview the top three ranks for fit into their operation. Eligible candidates who are not selected names will be returned to the eligibility list for future consideration with other departments within the City.

Eligibility lists typically expires one year from the date established, or until fewer than three rankings remaining. All newly hired employees serve a probationary period of one-year, and can be released from service with or without cause during the probationary period.

To check on current recruitments please visit our website at: http://www.cityofinglewood.org

The provisions in this announcement DO NOT constitute an expressed or implied contract or offer of employment. Any and all statements in this job announcement may be changed, modified or revoked at anytime with or without further notice.

EMPLOYMENT/BENEFITS

Benefits include 108 hours annually of sick leave, vacation, thirteen (13)-holidays, CalPERS Retirement, dental, medical, life insurance coverage, plus optional employee-paid programs. A probationary period of one year must be completed before permanent status is achieved. Professional Employees are eligible for an Education Reimbursement for classes taken while employed with the City after one year of service in a Management/Professional job classification.

Every individual who is employed by the City must complete and sign the U.S. Government form I-9, and provide documentation required by law showing that s/he is eligible to work in the United States. A list of acceptable documentation is available in the Human Resources Office.

All employment offers are contingent upon successful completion of fingerprint/background check, provision of evidence of freedom from tuberculosis, and clearance following medical exam by City approved/authorized physician. In addition, submission of proof of any necessary licenses/certificates.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

The City is currently closed every Friday as a result of furloughs through December 2013. During the furlough program, employees are paid for 72 hours per pay period versus 80 hours in a two week pay period scale.