

by the employee. The City does not contribute to Social Security.

Merit Pay: 8% of base monthly salary.
Incentive Pay: 15 days of Management Incentive pay per fiscal year
Vacation: 20 days per year, increasing with years of service.
Holiday: 14 paid holidays per year (+ 1 floating)
Sick Leave: Accrue 12 days per year
Health Insurance: City provides flex dollars towards the cost of medical, vision, dental, & life insurance
Add'l Benefits: Credit Union membership and deferred compensation programs are available.

Applications & Selection

Applications are available at the City of Ukiah, 300 Seminary Avenue, Ukiah, CA, (707) 463-6272, or they may be downloaded at www.cityofukiah.com. Applications must be filled out completely and received by the Human Resources Department by 5:00 p.m. on the final filing date. Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. This process may include a variety of techniques designed to test applicants' knowledge, skills, and abilities to perform the duties and responsibilities of the job. An Eligibility List will be established by ranking candidates by their overall score and a selection will be made from the candidates on this list. All employment offers are subject to a City-paid physical examination and a thorough reference and background check.

The City

Ukiah, California is located in the beautiful Yokayo Valley, surrounded by rich grape vineyards, pear orchards and northern-coastal mountains. Easily accessible from Highway 101, Ukiah is located 110 miles north of San Francisco. Ukiah, about an hour drive from the Mendocino Coast and located near spectacular redwood forests, invites recreational and cultural pursuits. It is an ideal location to vacation, live and do business. Ukiah has a population of 15,500 and serves over 40,000 residents of the greater Ukiah area.



City of Ukiah
300 Seminary Ave
Ukiah, CA 95482
Phone: (707) 463-6272
www.cityofukiah.com

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Ukiah is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status. In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (707) 463-6272 so your request may be reviewed prior to the occurrence of testing.

The City of Ukiah

Invites you to apply for the position of:



Deputy Director of Public Works Water & Sewer Division

Salary: Up to \$117,225 Annually

Deadline to Apply:

Open Until Filled

The Position

An employee in this position under administrative direction of the Director of Public Works/City Engineer, assists in the planning, directing, managing, and coordinating of various Water and Wastewater Public Works facilities, and field service programs; assists in the planning and designing of municipal construction and capital improvement projects and supervising their inspection.

Examples of Duties

These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. (E) Essential Duty; (M) Major Portion of Time

- Plans, organizes, directs and evaluates the water production and distribution system, sewer collection system and wastewater treatment facilities. (E,M)
- Performs a variety of advanced technical and professional engineering tasks using sound engineering judgment. (E,M)
- Direct and participate in the preparation of technical, operational, and administrative reports and recommendations to the Public Works Director. Prepares agenda reports and presents these materials to the City Council for their action. Develops compliance strategies with recommendations to Management and/or City Council (E,M)
- Participate in the development and implementation of goals, objectives, policies, and priorities of the Water and Wastewater Utilities of the Public Works Department. (E,M)
- Coordinates, administers and manages outside consultant contracts. (E,M)
- Serves as construction manager for various construction projects. (E,M)
- Conduct & supervise plan checks for adherence to codes and standards. (E,M)
- Perform detailed analysis and prepare a variety of required governmental reports and statistical tabulations. (E)
- Assist in the supervision of consulting engineering staff in the preparation of plans, project specifications, legal descriptions, surveys, and other engineering work. (E,M)
- Assist in the coordination of engineering activities and field service programs with other City departments and with outside agencies. (M)
- Select, supervise, train, and evaluate staff.
- Participate in the preparation and administration of all Public Works Water and Wastewater Utilities departmental budgets. (E)
- Represent the City in the community and at professional meetings as required. Attends, as required, day, evening, local and out-of-town public meetings, hearings and workshops in representation of the Public Works Department. (E)

Minimum Qualifications

Knowledge of: Principles and practice of economics, finance, and civil engineering as to planning, design, construction, operation, and maintenance of municipal public works and utilities; Principles and practices of storm water management, water, and wastewater treatment facility operations, distribution and collection systems for utilities; Federal, State, and local laws, codes and regulations pertaining to the operations of municipal government and Public Works operations; Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to public works facilities; Applicable laws, regulations, and prohibitions for potable water, wastewater, reclaimed water utility service activities and traffic operations; Accepted methods of constructing, maintaining, and repairing water and sewer field and plant operations; Recordkeeping and reporting procedures; Principles and practices of organization, administration, budget, facility, and personnel management; Technical, legal, and financial issues involved in the conduct of a municipal public works program.

Ability to: Assist in the supervision of a City-wide program of water and wastewater utilities activities; Read and interpret construction plans and specifications; Perform technical engineering work of a complex nature; Communicate clearly and concisely, orally and in writing with other City departments, government agencies, and the public served by the Public Works Department; Properly interpret and make decisions in accordance with laws, regulations, and policies; Effectively plan, direct, supervise, and coordinate the operational and administrative work of the assigned division; Train, supervise, and evaluate assigned staff; Prepare comprehensive and complex technical reports; Establish cooperative and effective working relations with subordinates, public groups and organizations, City officials, and other governmental agencies.

Education & Experience

Five years of increasingly responsible experience in water and sewer field, plant operations and management; including a minimum of two years of supervisory experience. Equivalent to a Bachelor's Degree in Engineering from an accredited college or university. Additional specialized training in water, sewer or engineering highly recommended. **Special Requirements:** Possession and maintenance of a valid Certificate of Registration as a California Civil Engineer; Possession of a valid Class C California Driver's License is required.

Benefits

Base Pay: \$6,703 – 8,148 per month
Retirement: The City of Ukiah is a member of the Public Employees Retirement System (PERS), 2.7% at 55 formula. The 7% employee contribution is included in the base salary and paid