



City of Lemon Grove

Invites Applications for:

SANITATION SUPERVISOR

\$4,554.81 - \$6,575.65 per month

THE POSITION:

A **Sanitation Supervisor** provides the Public Works Administration & Operations Manager with skilled support in the planning, organization, administration, and maintenance of storm drain and sewer collection systems.

Primary duties and responsibilities include, but are not limited to:

- Solving emerging operation problems or dynamic concerns that arise typically and atypically in sewers, storm drains and sanitation construction contracting;
- Establishing goals and objectives in concert with Department and City goals;
- Recommending and implementing policies and procedures, including standard operating procedures for assigned facilities;
- Operating and managing the day-to-day activities and long range planning for sanitation maintenance operations utilizing City equipment and workers;
- Coordinating and prioritizing work activities and collaborating effectively with others;
- Assisting others with investigation and operational reporting of claims related to engineering and public works;
- Assisting with the administration and day-to-day tracking of the City's sewer maintenance and emergency response contract(s);
- Performing research of a technical nature for recommendations to solve maintenance or operational problems;
- Assisting in the development and administration of the annual Public Works budget;
- Reviewing televised imagery of sewer main lines and lateral connections for recommendations of maintenance and construction;
- Supervising, training, and evaluating subordinate personnel; recommending initial disciplinary action; assisting in selection and promotion processes;
- Assisting with the development of teaching manuals for the City's safety and equipment operation programs along with training City Employees on proper safety practices for a safe work environment;

- Responding to City emergencies 24 hours a day as required;
- Processing California Integrated Water Quality System (CIWQS) and Sanitary Sewer Overflow (SSO) reports for spills, no spill and annual certification;
- Coordinating the development of the state-mandated Sanitary Sewer Master Plan (SSMP);
- Assisting in the design, engineering, construction, and field inspection processes for capital improvement projects and private developments to ensure contractors' and developers' compliance with City standards; attending pre-construction meetings.
- Receiving and marking out dig alert notices in the district; and
- Performing other duties as assigned.

MINIMUM QUALIFICATIONS:

- This position requires high school graduation or its equivalent; at least three (3) years of full-time professional experience in sanitation work or equivalent with increasing responsible operation and planning and two (2) years of supervisory experience of line workers; possession of a valid Class B California driver's license within one (1) year of hire; possession or ability to obtain NASSCO's Pipeline Assessment Certification Program and possession or ability to obtain a Grade III Wastewater Collection System Maintenance Technologist Certificate issued by the California Water Environment Association.

The ideal candidate will plan, organize, supervise, and maximize available resources to meet program goals and objectives. Additionally, he/she must be able to prepare written reports and make effective public presentations.

COMPENSATION & BENEFITS:

- **\$4,554.81 - \$5,575.65 per month** (*starting salary will depend on qualifications*);
- 4-Day work-week (closed every Friday);
- Two (2) weeks of paid vacation per year with increases based on length of service;
- Eleven (13) holidays, plus one (1) floating holiday;
- Twelve (12) sick days per year;
- Long Term Disability – after 90 days of disability, a LTD plan provides a 60% disability income benefit;
- Life Insurance - \$50,000 life insurance coverage; AD & D - \$50,000 coverage;
- Retirement – California Public Employee's Retirement System (PERS) 2% @ 60 or 2% @ 62 formula based upon successful candidate's PERS status. The City does not participate in Social Security, both the City and employee contribute 1.45% to Medicare;
- Health Insurance – The City provides employees with a \$1,000 monthly contribution for medical, dental, and vision insurance for themselves and their dependents; and
- Other Benefits – 457 deferred compensation plan. Employee Assistance Program (EAP) and direct deposit are also available.

WORKING CONDITIONS

Physical Conditions: Incumbents are required to lift and/or move up to 50 lbs. and occasionally lift/move more than 100 lbs.

Work Environment: Incumbents are required to work in outside weather conditions and may be exposed to wet and/or humid conditions. Incumbent may be required to wear protective apparel including goggles, face protectors, aprons, shoes, gloves, and suits/coveralls in case of an emergency circumstance.

CLOSING DATE/APPLICATION PROCEDURE:

A City application must be filed/submitted to the Human Resources Department at 3232 Main Street, Lemon Grove, CA 91945 by 5:00 p.m., Thursday, November 30, 2023. Postmarks are not accepted. Candidates are requested to provide thorough yet concise information on their experience and education.

City applications will be evaluated and candidates meeting the minimum qualifications will be invited to participate in the selection process, which may consist of a written exercise and/or oral interviews to be held in the City of Lemon Grove. A City application is available on the City's Website: www.lemongrove.ca.gov.

Note: Prospective employees will undergo and must successfully pass, a background reference check (including fingerprinting) and a medical examination, which will include a drug screen. All new employees must verify identity and entitlement to work in the United States by providing documentation required by the Immigration & Control Act of 1986. Additionally, successful applicants may be subject to random drug and alcohol testing in accordance with Federal regulations.

Candidates who require a reasonable accommodation in the selection process are required to submit their request in writing specifying their need(s) with their application materials.

If you have any questions regarding this position, please contact Roberto Hidalgo, Human Resources Manager at rhidalgo@lemongrove.ca.gov or at 619-825-3848.

10/26/23 - Posted

The City of Lemon Grove is an EEO/AA/ADA employer.

The provisions of this bulletin do not constitute an expressed or implied contract and any provision may be modified or revoked without notice.