



# EMPLOYMENT OPPORTUNITY

## **Water Systems Manager**

City of American Canyon

## The Community

Located in the southern portion of world-famous, wine-growing Napa County, ~35 miles northeast of San Francisco, American Canyon first developed following World War II and incorporated in 1992. American Canyon plays an important role in the Napa Valley wine industry with continuous growth in wine logistics, wine making, storage and distribution. American Canyon is also home to growing major food production industries, such as Coca Cola, Barry Callebaut Chocolate, Mezzetta, and Wallaby Yogurt. With a current population of 20,500 in more than 6 square miles, the City plans for a population of 25,000 by 2025.

American Canyon has a mix of original and newer housing stock including single-family residential units, apartments, and manufactured homes. The City's residential growth rate necessitated the 2010 construction of LEED certified American Canyon High School, home of the "Wolves," with its extensive athletic facilities. A new Middle School and two new Elementary Schools will be constructed in the next few years.

American Canyon is poised for future growth in our two industrial parks, a Broadway District Specific Plan for 1,200 homes and 850,000 square feet of commercial development along Highway 29; and the Watson Ranch Specific Plan which includes 1,250 homes and rejuvenation of old mine ruin structures into a tourist and entertainment center.

American Canyon residents take great pride in their community and highly value the outdoor spaces and trails, numerous parks and quality schools. Residents and business owners feel very safe and enjoy their diverse and engaged community. You and your family will feel safe at home in American Canyon.

## The Organization

The City operates as a Council/City Manager form of government and is a general law city. There are four elected Council Members and a separately elected Mayor. The City employs approximately 78 full-time employees plus up to 25 part-time/seasonal staff during peak summer season. The City's 2019/2020 fiscal year General Fund budget is \$21.4 million.

The City of American Canyon is committed to public service and serving our community. At all levels of the organization, we embrace customer service, community engagement, professional excellence and collaboration. The City organization is well-respected by the community and enjoys a high level of

## The Position

The City of American Canyon is seeking a Manager to plan, organize, direct, supervise, and oversee programs to achieve compliance for Regulatory requirements such as the Department of Health Services (DHS), Department of Water Resources (DWR), Environmental Protection Agency (EPA), and Cal OSHA (General Industry Rule) and to provide highly responsible and complex support to upper management regarding all aspects of potable water treatment. The City provides potable drinking water to citizens of American Canyon and some portions of Napa County by both a conventional sand filtration plant and a microfiltration membrane plant.

## Ideal Candidate

The ideal candidate for Water Systems Manager will have significant experience in the areas of water treatment and water distribution. Experience with both conventional water treatment and advanced water treatment technologies will be advantages for the ideal candidate. Competitive candidates will have the ability to develop strong, positive relationships with field staff as well as staff from other divisions within Public Works and other City departments. An individual with the ability to balance technical field knowledge with administrative/management responsibilities will do well in this position. The ideal candidate will also possess the skills necessary to develop and mentor existing staff.

## Job Requirements

**Experience and Education:** A Bachelor's degree from an accredited college or university in water engineering -AND- two years of water supervisory experience -OR- Associate of Art's degree in water technology -AND- Five (5) years of water supervisory experience -OR- ten (10) years of experience in water treatment and water distribution operations -AND- five years of supervisory experience in potable water treatment and distribution operations or closely related science field.

*Note: Additional qualifying experience may substitute for the education on a year for year basis for up to two years of education.*

### **Certificate:**

Grade T3 & D3 desired - Department of Health Services

**Additional Requirements:** Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

### **Physical Requirements**

Work is performed in a treatment plant environment. (1) Mobility: frequent use of keyboard; frequent standing for long periods of time; frequent bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to heat, cold, dampness, toxic materials, noise, and water.



## The Compensation

**Annual salary range:** \$105,914 - \$128,752/Annually  
(2 % COLA effective for July 2020)

**Health Insurance** — The City contributes a monthly payment equal to 90% of the Kaiser HMO premium; \$400 per month in lieu of health coverage.

**Cafeteria Plan** — \$329.57 to be used towards out-of-pocket medical health premium, if any, Life, Group LTD, Dental and Vision Insurance and an EAP.

**Vacation Accrual** —12-25 days (per years of service).

**Holiday Leave**— 15 days per year.

**Management Leave**—13.5 days per fiscal year.

**Sick Leave Accrual** —12 days per year.

**Retirement**— *CalPERS 2% @ 55 - CalPERS classic members.* Employees' 7% contribution & employer portion (cost sharing) 3.399% is employee paid. *CalPERS 2% @ 62 - CalPERS new members.* Employees pay half the normal cost.

**Retiree Medical**— The City contributes 100% of the current "Supplement/Managed Monthly Employee Only Rate for Kaiser Senior Advantage" (currently \$339.43)

**Deferred Compensation**— Two voluntary plans available. The City will contribute 1% of employee's salary in a 401(A) with a 2% employee contribution.

The City of American Canyon does not participate in Social Security.

## Selection Process

All applications and will be reviewed to determine whether the applicant meets the minimum qualifications and will be evaluated to select the "best qualified" applicants to invite to the next step in the recruitment process which is the oral interview test tentatively scheduled the week of June 22.

Candidates successful on the oral interview will be placed on the eligible list in rank order of scores received on the test. The City will then consider candidates from the top ranks of the eligibility list to participate in the hiring process for final selection. Placement on the eligibility list is not a guarantee of a final interview.

If you have any questions, please do not hesitate to call Human Resources Officer Carmela Santos at (707) 647-4361.

## Tentative Schedule

### Application Review:

- June 1 – June 5, 2020

### Oral Interview Invitations:

- Week June 8

### Oral Interview and Department Interview:

- Week of June 22

### Potential Start Date: TBD

Prior to providing a Conditional Offer of employment the City will conduct a reference check including but not limited to the verification of employment history and education. After a Conditional Offer of employment is made, applicants will be required to complete and pass a pre-employment physical. Additionally, all Conditional Offers of employment are made and contingent upon successful completion of Livescan Fingerprinting.

Veteran's Preference – view City Policy at <http://www.cityofamericancanyon.org/city-departments/administrative-services-human-resources/job-opportunities>

Candidates requesting veteran's preference will be required to provide a copy of U.S. Government Form DD 214 "Certificate of Release or Discharge from Active Duty" to Human Resources before the filing deadline for the position applied for.

Preference afforded via the application screening shall constitute the complete and total extent to which the City of American Canyon will afford veteran preference over other candidates.

## To Apply

Candidates must complete an **online application**  
**by 5pm, June 5, 2020.**

To apply, please visit:  
**[www.cityofamericancanyon.org](http://www.cityofamericancanyon.org)**  
(Click on City Departments -> Human Resources ->  
Job Opportunities)

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The City of American Canyon is an Equal Opportunity Employer