

CITY OF SAN JOSE, CALIFORNIA

Regional Wastewater Facility General Manager





■ The City of San José

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role in anchoring the world’s leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents and 80,000 businesses, San José is one of the most diverse large cities in the United States. San José’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Zoom, Samsung, and eBay, as well as start-ups and advanced manufacturing.

San José’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada mountains; local and Napa Valley wine country; and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music and theater, cafes, restaurants, and professional sports. Inquiring minds are served by the Tech Interactive museum, the San José Museum of Art, and many local cultural and entertainment venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas, supporting evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally, while 40% of San José residents are foreign born, and 50% speak a language other than English at home.

San José is proud of its rich cultural diversity and global connections, as well as the essential role the City plays in connecting residents and businesses to the nation and the world.



■ The City Government

The City of San José is a full-service Charter City and currently operates under a hybrid Council-Manager form of government. The City Council consists of 10 Council Members elected by district and a Mayor elected at-large. The City Manager, who reports to the Council, and the executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council and ensures the organization delivers high quality services that meet the community's needs. The City actively engages with the community through Council-appointed boards, commissions, and project specific engagement opportunities.

In addition to providing a full range of municipal services including police and fire, San José operates an international airport, a municipal water system, a regional wastewater treatment facility, over 200 neighborhood parks, an accredited zoo, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theatre, Mexican Heritage Plaza, and the SAP Center San José—home of the National Hockey League's San José Sharks.

City operations are supported by 6,646 full time equivalent positions and a total fiscal year 2022-2023 budget of approximately \$5.3 billion. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City's website at www.sanjoseca.gov.

■ Environmental Services Department

The [Environmental Services Department \(ESD\)](#) is a national leader in pollution prevention, watershed protection, utility service provision, and climate action. Together, ESD employees positively impact every resident and business in San Jose. **ESD's mission is to deliver world-class utility services and programs to improve our health, environment, and economy.** To learn more about ESD, follow @sjenvironment on [Twitter](#), [Facebook](#), and [Instagram](#), and San Jose Environmental Services on LinkedIn.

■ The Division

The Wastewater Management Division is responsible for the day-to-day operation, maintenance, and capital improvement of the San José-Santa Clara Regional Wastewater Facility (RWF), the largest advanced wastewater treatment facility on the West Coast employing over 260 full-time equivalent positions. It treats wastewater from over 1.7 million residents that live and work in a 300-square mile area including the cities of San José, Santa Clara, Milpitas, Campbell, Cupertino, Los Gatos, Saratoga, Monte Sereno, and parts of unincorporated Burbank. The RWF also serves over 17,000 businesses. Not only does the RWF protect public health in Silicon Valley; it also protects the fish and wildlife in the San Francisco Bay.

Originally constructed in 1956 as a 36 million-gallon-per-day (MGD) primary-only treatment plant, the RWF has grown over the past 66 years in both capacity and technology to keep pace with an expanding service area, population increases, and changing regulations. The RWF has a rated capacity of 167 MGD and currently treats an average of 110 MGD and is currently undergoing a major \$2 billion capital improvement program to rehabilitate its aging infrastructure.

The RWF provides primary, secondary (modified Biological Nutrient Removal), and tertiary (filtration) treatment. Over the last ten years, the RWF has easily maintained NPDES permit compliance, earning four Platinum Awards from the National Association of Clean Water Agencies.

The Position

The Regional Wastewater Facility General Manager reports directly to the Director of Environmental Services and supervises approximately 200 employees. Under administrative direction, the position performs work of considerable difficulty planning, organizing, and directing major functional areas of this department. Typical duties of the position include:

- » Participates in and advises the Director in the planning and formulation of departmental policy.
- » Exercises overall daily control of administrative services, operations, and maintenance of the Facility.
- » Directs and performs special projects and strategic planning impacting departmental operations.
- » Represents the Department Director in a variety of interdepartmental, intergovernmental, and community matters and may assume responsibility for the department's operations in the absence of the Director.
- » Plans, directs, counsels, provides guidelines, and reviews accomplishments of staff as steps towards achievement of departmental goals and objectives.
- » Directs and participates in the preparation, implementation, and control of a department's operating and capital budget.
- » Provides staff support to the Mayor and City Council members on an assigned or as needed basis.
- » Coordinates with other divisions and departments within the City to ensure efficiency and effectiveness of departmental operations.
- » Directs and controls personnel related matters within assigned area.
- » Collaborates with the Deputy Director of the RWF's Capital Improvement Program (CIP); and provides input and support toward the planning, design, and implementation of the CIP.



The Ideal Candidate

The ideal candidate will possess the following attributes:

- » An entrepreneurial spirit and positive demeanor
- » Collaborative inside and outside the organization
- » Values employees and supports their professional development
- » Empowering management approach
- » Open and accessible; encourages staff participation and involvement in decision-making
- » Team builder/staff motivator/morale builder
- » Ability to assess good talent and delegate effectively
- » Proven negotiating skills; able to foster effective working relationships with regulatory agencies
- » Ability to work effectively in a political environment; politically astute, yet apolitical
- » Flexible and adaptable; has the demonstrated ability to learn and run new systems
- » Remains current with the profession, its trends, and best practices
- » Able to design and implement long range/strategic plans
- » Proactive in addressing challenges and priorities
- » Sound budget management skills
- » Excellent written communication skills
- » Maintains open lines of communication with staff and senior management
- » Highest level of ethical standards

Education and Experience

Requirements for the position include a Bachelor's Degree in environmental science, chemistry, biology, engineering, business or public administration, or related field, and six (6) years of increasingly responsible senior level experience in a public or private agency dealing with wastewater. In addition, certification as a Grade V Wastewater Treatment Plant Operator in the State of California is highly desirable.





■ Compensation and Benefits

The total salary range for the General Manager classification is **\$170,138.44 - \$274,848.05**. This amount includes an approximate five percent (5%) ongoing non-pensionable pay. Actual salary shall be determined by the final candidates' qualifications and experience.

In addition, the City provides an excellent array of benefits, including:

- » **Retirement** – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
- » **Health Insurance** – The City contributes 85% towards the premium of the lowest cost non-deductible plan. There are several plan options.
- » **Dental Insurance** – The City contributes 100% of the premium of the lowest priced plan for dental coverage.
- » **Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase to up to 80 hours.
- » **Sick Leave** – Sick Leave is accrued at the rate of approximately 8 hours per month.
- » **Holidays** – The City observes 15 paid holidays annually.
- » **Deferred Compensation** – The City offers an optional 457 Plan.
- » **Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- » **Insurance** – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- » **Employee Assistance Program** – The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's [Human Resources Benefits website](#).

Federal Law requires all employees to provide verification of their eligibility to work in the country. Please be informed that the City of San José will not sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa that requires an employee application.

Per the City's [COVID-19 Mandatory Vaccination Policy](#), the City requires all employees starting on or after February 11, 2022 to provide proof of vaccination as a condition of employment absent a documented medical and/or religious exemption. Proof of vaccination means that employees are required to be "up-to-date" with regards to the COVID-19 vaccine. Consistent with the Santa Clara County Public Health Order issued on December 28, 2021, "up-to-date" means that employees are required to be vaccinated with the entire recommended initial series of a COVID-19 vaccine (two doses of the Pfizer, Moderna, or Novavax COVID-19 vaccine or a single dose of the Johnson & Johnson COVID-19 vaccine).

■ Application and Selection Process

This position is posted through **11:59 p.m. on Friday, October 13, 2023**. To be considered for this exceptional opportunity, please submit a cover letter and an electronic version of your resume (including dates of employment, plus staff and budgets managed). Please submit your materials to: <https://www.cpshr.us/recruitment/2167>

For additional information about this position please contact:

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CPS HR  **CONSULTING**

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to first-level interviews conducted by a screening panel. Following the first-level interviews, the most qualified candidate(s) will be invited to meet with the Environmental Services Director. Candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

City of San José is an equal opportunity employer.

