



invites your
interest
in the
position of

WASTEWATER DIRECTOR

Closing Date: April 30, 2017





THE POSITION

The Director of Wastewater plans, directs, manages, evaluates, and oversees the personnel, activities, and operations of the Wastewater Department.

Job duties include interaction with the public, collection and transport of wastewater, pre-treatment programs related to wastewater disposal, treatment and disposal of wastewater and treatment process byproducts, maintenance of wastewater treatment facilities, review of proposed improvements to the system, and selection of consultants and service providers.

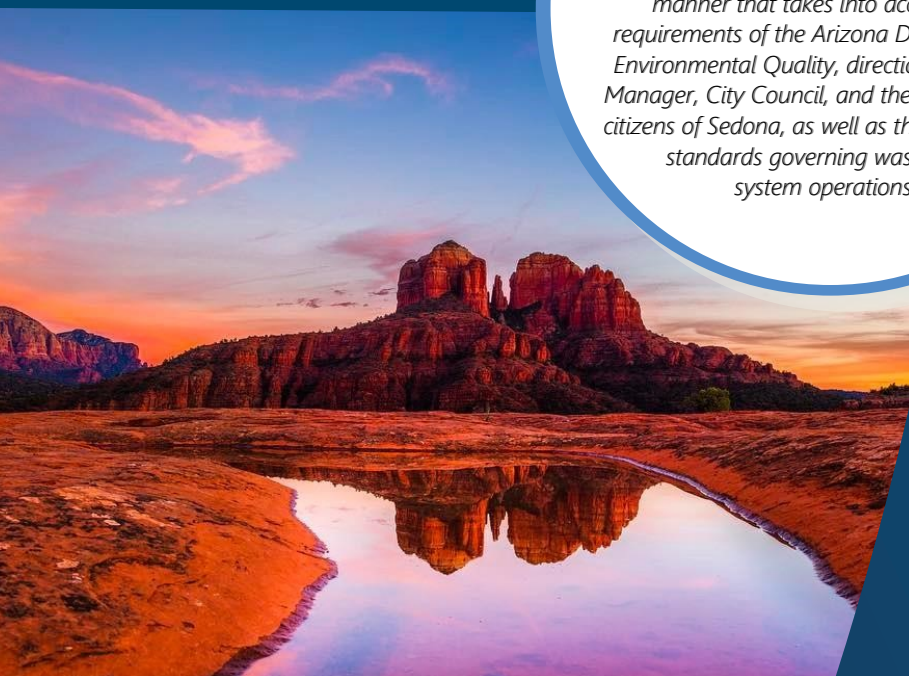
The Director also guides the activities of the department and provides advice consistent with federal, state, and local laws, codes, and regulations and professional standards. Additionally, the Director prepares, oversees, and manages the annual budget for the Wastewater Department.

Additionally, the Director leads, assists, and manages department personnel as well as identifies and develops staff capabilities through annual reviews, educational opportunities, department goals, objectives, priorities, and implementation strategies.



OUR MISSION

The mission of the Wastewater Department is to protect public health and safety by providing professional and efficient maintenance and operation of the wastewater system in a manner that takes into account the requirements of the Arizona Department of Environmental Quality, direction of the City Manager, City Council, and the desires of the citizens of Sedona, as well as the professional standards governing wastewater system operations.



THE DEPARTMENT

The Wastewater Department is responsible for the day-to-day operations of the wastewater collection, treatment, and disposal elements of the wastewater system.

The Wastewater staff consists of the following positions: Plant Mechanic/Electrician, Plant Chemist, Plant Operators, Chief Plant Operator, Collections Operators, Chief Collections Officer, and an Administrative Assistant.

Collection personnel are responsible for managing collection of domestic sewage through a wastewater collection system comprised of sewer pipes and lift stations to the Wastewater Reclamation Plant for treatment. The collections system has 17 lift stations and 106 miles of sewer pipes. The average annual flow to the plant is about 403 million gallons. This is about 1.1 million gallons per day.

The Plant Operations personnel are responsible for the wastewater reclamation process including a treatment plant, three solids-handling facilities (drying beds, centrifuge, and digester), and effluent management facilities (spray irrigation areas, injection wells, and wetlands). The treatment process removes pollutants from the influent (wastewater flow coming into the treatment plant) and results in about 365 million gallons of A+ quality effluent annually.





EXPERIENCE and EDUCATION

Applicants should have at least five years of experience in wastewater operations and wastewater treatment, including at least three years of administrative supervisory responsibility.

Candidates must have a Bachelor's degree from an accredited college or university with major course work in public administration, civil engineering, mechanical engineering, chemical engineering, environmental engineering, biology, chemistry, or a related field.

THE ORGANIZATION

The City of Sedona operates under the Manager-Council form of government with six Council Members and one elected Mayor. The Council appoints the City Manager, who is responsible for carrying out policy enacted by the Council, and overseeing administration of the City.

Sedona currently has a staff of 125 full-time equivalent employees; City departments include the City Manager, City Attorney, City Clerk, Community Development, Economic Development, Public Works, Finance, Human Resources, Information Technology, Magistrate Court, Parks and Recreation, Police, and Wastewater (special districts provide fire services and water).

CANDIDATE PROFILE

The ideal candidate is a skilled professional with superior communication and organizational skills. Knowledge of and experience in wastewater operations and effective office management skills are essential for this small but diverse department.

Additionally, a thorough understanding of personnel management is a necessity. The ideal candidate will work well with both Wastewater personnel and City employees.

Important management strengths include the ability to make timely and informed decisions, to delegate and develop departmental staff, to remain approachable and maintain staff accountability through applicable and timely performance reviews and management systems.

The City of Sedona provides an outstanding work environment that is marked by employee excellence, and outstanding customer service.

The successful candidate will bring a can-do attitude, excellent communication skills, and professionalism to the Wastewater division.

COMPENSATION and BENEFITS

The current salary range for this position is \$91,000 to \$124,000 per year. Salary placement for the top candidate will depend on experience and education.

The City of Sedona offers a competitive benefit package that includes:

- Arizona State Retirement System
- 100% City-paid health, dental and vision coverage for employee
- Substantial contributions to health, dental and vision coverage for dependents
- City provided \$50,000 group term life insurance
- Short-term disability
- Ninety-six hours of PTO time
- Generous vacation accrual
- Eleven paid holidays
- Deferred compensation – Optional IRS 457 plans
- Wellness programs
- Relocation assistance

HOW TO APPLY

To be considered for this exceptional career opportunity, submit your résumé, cover letter, a list of six work-related references (who will not be contacted without prior notice) and current salary by April 30, 2017.

Your résumé should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please submit your materials electronically as one file to

HumanResources@SedonaAZ.gov

The City will select candidates to participate in an interview process in Sedona within weeks of the closing date. This recruitment is open until filled.

Deadline to Apply:

April 30, 2017

Finalist in-person interviews:

Week of May 22, 2017

All dates are approximate.

Tel: 928-203-5189 **Fax:** 928-282-1394

E-mail: HumanResources@SedonaAZ.gov

Website: www.SedonaAZ.gov



*The City of Sedona is the 8th
safest city in the state of Arizona.*

– FBI 2016 Crime Reports