



MT. VIEW SANITARY DISTRICT

Environmental Services Manager

THE OPPORTUNITY

The Mt. View Sanitary District (MVSD) is seeking an Environmental Services Manager. This is a fantastic opportunity to join a team of dedicated, professional employees that are committed to providing exceptional services to their customers.

The Environmental Services Manager will be responsible for overseeing and performing a broad range of environmental compliance activities related to wastewater treatment and wetlands management. If you are the type of person that enjoys a broad range of responsibilities and takes the initiative to research issues and follow up with the most effective actions, this is the job for you.



THE COMMUNITY

MVSD is located in the City of Martinez, within Contra Costa County, one of nine counties in the San Francisco-Oakland Bay Area. Covering approximately 733 square miles, Contra Costa has one of the fastest growing work forces and is rich in ethnic, cultural and socioeconomic population diversity. With more than one million residents, the County has a diverse community environment including urban, suburban, industrial, agricultural and port areas. Martinez has a rich history in California, serving in the 1800s as a major waypoint to the gold fields. Modern day Martinez honors its past while revitalizing and improving its downtown. The City has added an award-winning Intermodal Facility and an outdoor amphitheater as well as recently completing a restoration of Alhambra Creek which runs through downtown.

Nearby are prestigious public and private academic institutions, including Stanford University, University of California at Berkeley and Davis, University of San Francisco, University of the Pacific, and various California State university campuses including nearby California State East Bay. Recreation within the County varies from fishing, boating, water skiing, hiking, horseback riding and camping. The wine country of Napa and Sonoma Counties as well as picturesque seaside communities are nearby.

THE ORGANIZATION

Governed by a five-member Board of Directors, MVSD provides wastewater collection, treatment and disposal services to a portion of the City of Martinez and unincorporated northeast land. MVSD also oversees, through a franchise agreement, trash collection, recycling and disposal services for the unincorporated portions of the District. An independent special district, MVSD serves an estimated population of around 22,000 with around 11,000 equivalent dwelling units including residential and commercial sewer connections. Wastewater reaches the plant through 73 miles of underground pipelines and four strategically spaced pump stations. An average of 1.7 million gallons a day reaches the treatment plant daily.

MVSD is one of the few sanitary districts in the State which discharges treated effluent into a constructed wetland. This wetland is a rich and diverse area for wildlife and is readily accessible to the public.

MVSD has a small but versatile staff that is quick to take on new roles and responsibilities.

More information about MVSD can be found on their website at <https://mvsd.org/about-the-district/>.



MT. VIEW SANITARY DISTRICT

Mission

To protect Public Health and the Environment, in a safe and reliable manner, at a responsible cost.

THE POSITION

Under the direction of the District Manager, the Environmental Services Manager is responsible for overseeing and directing all aspects of MVSD's environmental programs. This includes ensuring compliance with federal, state, local laws and regulations; coordinating with various District departments, as well as other public and regulatory agencies; and reporting status of the program to management and the Board of Directors. This newly created position prepares reports for regulatory agencies summarizing program activities. In addition, the Manager oversees and manages the preparation of studies and evaluations. The Manager represents MVSD with industries, businesses, local agencies, regulatory agencies, and regional environmental planning groups. This position currently supervises a Laboratory Analyst and District Biologist.

The Environmental Services Manager is part of the management team at MVSD and will play an active role in future planning for MVSD including finding strategic solutions and opportunities for improvement.

Projects/priorities for the new Environmental Services Manager include:

- Management and oversight of the National Pollution Discharge Elimination System (NPDES) permit

- Management of all laboratory activities
- Source Control and Pollution Prevention
- Developing and managing an environmental services work plan to provide continual improvement of processes, automation, document management, and methods of improved productivity.
- Becoming and remaining knowledgeable of constantly changing federal, state, and local laws and regulations including State Water Resources Board toxicity screening provisions.
- Overseeing and ensuring that District activities and operations, including management of 160 acres of wetlands, are in compliance with applicable Federal, State, and local laws, statutes, regulations, and policies.

THE IDEAL CANDIDATE

The ideal candidate thrives when wearing multiple hats. This position requires someone who can take a project, create a procedure to implement and then train staff to sustain the results. Interested candidates should consider themselves self-starters who will take the initiative to research an issue and creatively work out a solution. The Environmental Services Manager relishes working in a team environment and collaborates well with others.



Photo by: Jerry Kirkhart

Ideal candidates have knowledge of laboratory management as well as wastewater treatment plant experience. An understanding of the complexities of working with regulators and tracking changing regulations, a knowledge of air quality management reporting and experience training others are all key elements of this role. This position requires someone with the ability to negotiate permits, communicate with regional and state boards, and ensure compliance processes are in place and functioning. Supervisory and budgeting experience is preferred.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of equivalent to a bachelor's degree from an accredited college or university with a major in civil, environmental, chemical, or mechanical engineering; environmental science; biology; chemistry; business administration; law; or a closely related field and ten years of experience monitoring, administering, and/or analyzing water quality regulations, policy, and compliance which includes experience overseeing some or all regulatory compliance-related activities that would be required of an agency similar to MVSD.

Licenses and Certifications:

Must possess and maintain a valid Class C California driver's license. Must continue to meet all of the provisions of MVSD to be insured with the terms and conditions of MVSD's insurance program as a condition of employment.

COMPENSATION AND BENEFITS

The salary range for this position is **\$133,248 to \$160,644** annually.

MVSD also offers a benefits package that includes excellent healthcare plans, life insurance, and a deferred compensation program.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The position is open until filled with first review of resumes on **December 9, 2019**. To be considered for this exceptional opportunity, please submit an electronic version of your resume (including dates of employment, staff managed, and budget of programs/projects managed), cover letter, and the names of six professional references (two each of current or former: supervisors, direct reports, and colleagues) to:

<https://executivesearch.cpsshr.us/JobDetail?ID=581>

For more information contact:

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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 interview with the consultant, following which, the most qualified candidates will be referred for interviews with MVSD. A final selection will be made upon completion of comprehensive reference and background checks.

