

CITY OF CHEHALIS CAREER OPPORTUNITY



WASTEWATER SUPERINTENDENT

SALARY

\$83,124 - \$101,040

Plus Excellent Benefits

with Negotiable Relocation Assistance

Apply by

November 23, 2022

(open until filled)



WHY APPLY?

The City of Chehalis is a vital and growing historic town that takes pride in its family-oriented community. Positioned halfway between Seattle and Portland, Chehalis is ideally located to enjoy all the Pacific Northwest has to offer, including year round outdoor recreation and breathtaking landscapes with views of Mt. Rainier, Mt. Adams, and Mount St. Helens in the distance.

Chehalis offers a dedicated and innovative public sector professional the opportunity to work with a council and staff who deeply care for the community's best interests. The City is growing and looking for someone to replace the retiring Wastewater Superintendent to lead the City's Wastewater Division. The successful candidate must be a highly motivated and dedicated to maintaining the division's high level of performance.

THE COMMUNITY

Chehalis is a vibrant community where historic charm, character, and a rich heritage are preserved and cherished. Chehalis is the county seat of Lewis County and has a population of about 7,500 residents with a daytime population estimated to be closer to 50,000 due to commercial development featuring Home Depot and Wal-Mart that has turned the City into a major regional service provider.

Brimming with unique businesses and attractions, the City boasts three districts on the National Register of Historic Places. Residents have quick and easy access to many cultural activities, fairs, concerts, and a wide assortment of annual events. From its start as a pioneer logging, milling; and agricultural community to today's mix of

residential, retail, light industrial; and manufacturing, Chehalis is a community where neighbors know they can rely on one another for help and support.

The City has over 300 acres of parks with an exceptionally popular recreation program, including a newly remodeled outdoor aquatics center. The Chehalis River, which runs through town, is a popular spot for kayaking and rafting. Chehalis is a frequent stop by bicyclists on the annual Seattle to Portland Bike Ride.

The Chehalis School District serves 2,600 students with comprehensive and challenging academic and extra-curricular programs. The district



has a national reputation for excellence, consistently providing students with a solid foundation for advanced education and trades. Centralia College is nearby, offering over 50 academic and transfer programs, including a newly accredited Bachelor of Applied Science programs.

OUR WASTEWATER TREATMENT PLANT

MISSION STATEMENT

WHILE HONORING THE PAST AND PREPARING FOR THE FUTURE, THE CITY OF CHEHALIS PROVIDES MUNICIPAL SERVICES AND PROGRAMS FOR THE BENEFIT OF RESIDENTS, BUSINESSES, AND VISITORS IN OUR COMMUNITY.

THE POSITION

This is a management and supervisory position responsible for the operation, maintenance, repair, upgrade, construction, and administration of the City's municipal wastewater treatment plant, poplar tree farm, sanitary sewer collection system, wastewater lift stations and all associated facilities. Responsible for all phases of the municipal wastewater system including permit compliance, reporting, budget preparation, training and safety programs, planning, project management and development of division policies. The work entails considerable technical independence subject to general policy and administrative direction from the Director of Public Works.

Other responsibilities include, but are not limited to:

- ◆ Administers, plans, organizes, directs, coordinates and manages wastewater system facilities and associated programs.
- ◆ Prepares reports and provides information on wastewater system issues to the Mayor, City Council, City Manager, Public Works Director and various agencies.
- ◆ Remains current on federal and state wastewater system related laws and regulations and maintains familiarity with local wastewater system related statutes and ordinances.. Works directly with regulatory agencies to negotiate permits and compliance issues.
- ◆ Functions as the division's project manager; recommends expansion programs, changes, and modifications to existing systems and facilities; and provides budget input and recommendations.
- ◆ Develops and manages budget for the wastewater utility and all utility programs and projects. Assists in the development and submittal of grant and loan applications. Tracks program expenditures for grant and loan reimbursement purposes.
- ◆ Manages the City's poplar tree plantation, including, but not limited to: tree management, irrigation system management, groundwater monitoring, weed control, and equipment management.



The Chehalis Regional Water Reclamation Facility (CRWRF) was constructed in 2007 to replace the city's sewage treatment plant built in 1948. The CRWRF was designed to meet stringent Department of Ecology and EPA requirements for our NPDES Permit, and projected wastewater treatment needs for the next twenty years. The CRWRF processes wastewater for the City of Chehalis, the City of Napavine, and Lewis County Water and Sewer District #4. The facility treats an average of 1.3 million gallons per day (MGD) and peak flows in excess of 10 MGD during the wet weather. In addition, the CRWRF is capable of producing 3.5 MGD reclaimed water for irrigation of the city's 250-acre poplar tree farm when flows in the Chehalis River drop below 1,000 cubic feet per second (CFS). The Wastewater Division has a staff of ten to operate the treatment plant, poplar tree farm and sanitary sewage collection system.



WHAT'S HAPPENING!

The Wastewater Division is constantly working to improve treatment plant performance, upgrade equipment, and develop programs to improve service to its customers. Upcoming projects include:

- ♦ Updating controls and communications to small pump stations (2023)
- ♦ Planning for SCADA System Upgrade (2024)
- ♦ 3,000 foot cure in place liner to reduce inflow and infiltration (2023)
- ♦ Purchase of critical spare parts (2023)

EXPERIENCE & EDUCATION

An associate of science degree in wastewater system management, public administration, engineering or a related field, or the equivalent of two years of college level course work in supervision, business administration, management and/or other relevant areas; and specialized training and classes in biology, hydraulics, wastewater treatment and other related subjects.

A minimum of five (5) years of progressively more responsible supervisory and management experience in the wastewater system field.

Washington State Group IV Wastewater Treatment Plant Operator Certification preferred but will consider Group III Certification with ability to obtain a Group IV within one year of hire date.

Evidence of ongoing professional training (classes, seminars, conferences, etc.)

In place of the above requirements, any combination of education and experience that provides the applicant with the applicant with the required knowledge, skills, and abilities to perform the job may be considered as qualifying.

THE COMPENSATION

The salary range for the Wastewater Superintendent position is **\$83,124 - \$101,040** dependent upon qualifications and experience. The City provides an attractive benefits package, including Public Employee Retirement System of Washington (PERS); vacation and sick leave; and health, dental, vision, and life insurance.

THE RECRUITMENT PROCESS

To apply for this exciting opportunity, please send your resume and cover letter electronically to: gschaffer@ci.chehalis.wa.us

Resumes are acknowledged within two business days. Please do not hesitate to contact Glenn Schaffer at 360-345-3225 if you have any questions regarding this position or the recruitment process.

THE SEARCH SCHEDULE

Apply by.....November 23, 2022

Interview Schedule will be determined once an applicant pool has been established.

CITY OF CHEHALIS

350 N. Market Boulevard, Room 101
Chehalis, Washington 98532
(360) 345-1042 / Fax (360) 748-0651

Please visit: www.chehalis.wa.us

The City of Chehalis is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 23, 2022** (first review, open until filled).