



THE CITY OF LYNDEN



is seeking an experienced Operations Supervisor to serve as

PLANT(S) SUPERINTENDENT

\$5,577 - \$6,779 Monthly Base Salary
with Excellent Benefits

First consideration given to applications
received by April 19, 2019

Application materials may be obtained at
<http://www.lyndenwa.org/employment/>



Our Community

Known for its wealth of farms, berries, churches and windmills, the Dutch-influenced Lynden is the second largest city in Whatcom County, Washington. Named and established in 1874 on the site of the Nooksack Indian village Squahalish, the town of Lynden began as a pioneer settlement headed by Holden and Phoebe Judson.

Home to the Northwest Washington Fair, Lynden is approximately 5 miles south of the U.S.-Canadian border and the Lynden-Aldergrove port of entry. It is located 15 miles north of Bellingham the County seat, and about 95 miles north of Seattle. Lynden is home to the Lynden Public (Lions) and Lynden Christian (Lyncs) Schools with many state athletic titles. Known for its school spirit, the town often gathers during state tournaments to cheer the teams to victory. This close-knit community has 7 schools (5 Public and 2 Private) and 6 City Parks.

Each year the City hosts the Farmer's Day Parade (June) and Raspberry Festival (July), annual celebrations of the local agricultural community that typically draw 10,000-15,000 visitors. Lynden celebrated its 125-year anniversary in 2016 by creating the world's longest strawberry shortcake – stretching four downtown blocks.

Grand prize winner of the America's Main Streets contest, Lynden's downtown has recently drawn nationwide attention. The City is experiencing revitalization with many new businesses opening shop, namely: The Inn at Lynden, Overflow Taps, Avenue Bread, Village Books, the Mill, Bellingham Baby Company and more. Spending an afternoon in this city you understand why the City motto is ~ *Lynden is a great place to live ~ work ~ play!*

Our City/Our Values

The City of Lynden operates under a City Council/City Administrator form of government with 7 City Council Members serving 4-year terms. With 80 regular employees providing services to the area, the City of Lynden's vision is "**Cultivating Exceptional Service for our Extraordinary Community.**"

This vision is accomplished through employees demonstrating the following shared values:

- Communication
- Teamwork
- Community
- Excellence
- Integrity



City Staff Photo in front of New Water Treatment Plant completed in 2016.

Public Works Department

The Public Works Department includes 26 employees who operate and maintain the City streets, utilities and public buildings. The staff is comprised of administrative staff and two main operational divisions: Street/Utility Systems and Plant Operations. The Department has an annual operating budget of over \$14M.

The Position

Reporting to the Public Works Director, the Plant(s) Superintendent oversees the Plant Operations Division which operates and maintains the City's water treatment

and, wastewater treatment facilities. Included in the water treatment works are two large (3 and 6 million gallon) above-ground reservoirs and two booster pump stations. The wastewater facilities include, biosolids composting facilities and 14 pump stations. The Superintendent provides leadership in overall operation, maintenance, and administration of these facilities and assures that all are in regulatory compliance. This position supervises an operations and maintenance staff of seven employees (Plant Operators and Maintenance Electricians).



Employee working at the wastewater treatment plant.

Major Responsibilities

Supervision of Staff and Activities

- Plans, schedules, and directs day-to-day activities for assigned plant operators.
- Supervises, trains, and evaluates the performance of assigned personnel.
- Monitors and ensures assigned staff compliance with City/departmental policies, procedures and state/federal regulatory requirements.
- Prepares, updates, and maintains assigned staff schedules, assigning work duties and monitoring the quality and progress of work performed by employees.

- Provides both technical and safety guidance to assigned staff, ensuring compliance with safety standards and regulations.

Budget and Administrative Duties

- Assists with preparation, administration, and monitoring of Plant Operations budgets and reviews and monitors monthly budget reports.
- Maintains various records relating to equipment, supplies, and maintenance schedule reports.
- Participates in the development, implementation, administration, and review of Plant operational policies and procedures.
- Maintains a working relationship with the State Department of Ecology and State Department of Health regulators. Provides liaison coordination within the Public Works Department on monitoring and compliance matters.
- Procures materials and supplies needed for program operations following established guidelines for purchasing.
- Assists in developing operational work programs.

Operational Work (as needed)

- Operates full range of treatment plant equipment (pumps, chemical feeders, controllers, motors, etc.).
- Operates electrical testing tools, laboratory equipment, and process monitoring and control instrumentation.

Other Duties

- Represents the City and/or the Public Works Department to outside agencies and the general public as needed.

- Attends and participates in a variety of meetings pertaining to Public Works matters and issues as needed.
- Responds to inquiries, concerns, and complaints from citizens, staff, and regulatory agencies.
- Serves as a member of the Public Works Leadership Team.
- Performs other related duties as needed and assigned.

- Professional organizational and supervisory practices and modern management skills and techniques.
- Budget and purchasing procedures and processes.
- Applicable safety regulations and policies.
- Laboratory practices and quality control/quality assurance.

Education and Experience

Qualified candidates will have a bachelor's degree in environment science, engineering or equivalent, and a minimum of five (5) years of experience in the operation and maintenance of water and wastewater treatment plant facilities, including administrative and supervisory responsibilities. A combination of education and experience that provide the incumbent with the necessary qualifications will be considered when reviewing applications.

The Ideal Candidate

The Plant(s) Superintendent is a member of the Public Works Department Leadership Team. As such, the successful candidate is expected to model organizational vision and values in every aspect of their work and to mentor subordinates. The successful candidate will be able to demonstrate these Knowledge, Skills & Abilities:

Knowledge of:

- Municipal Water and Wastewater treatment facilities.
- State and federal regulations for drinking water, surface water, wastewater, storm water biosolids, and compost.
- Principles of chemistry, mathematics, and biology.
- Electrical, mechanical, and control systems.

Skills & Ability to:

- Represent the City in a positive and professional manner.
- Establish effective working relationships with other City employees and the public.
- Research/analyze problems and clearly articulate alternative solutions.
- Train, supervise, and evaluate staff and promote team-building
- Work under pressure, making good decisions, prioritizing actions, and remaining calm.
- Embraces the City's mission, vision, and core values.

Special Requirements

- Possess a State of Washington Department of Ecology Wastewater Plant Operator Class 3 Certification (or obtain within 3 years)
- Possess a State of Washington Department of Health TPO Class 4 Certification (or obtain within 3 years).
- Must have a valid driver's license and auto insurance for work-related travel.
- Pass background checks.
- Ability to work a 40 hour/week, accept on-call status for 24-hour emergency call-out; must be available by City-issued cell phone at all times, as is practical.

Compensation & Benefits

Base Salary: \$5,577.56 - \$6,779.56 per month (5-step grid), DOE.

This is an FLSA non-exempt/hourly position, eligible for overtime pay.

Benefits Include:

- Washington State Department of Retirement Systems (PERS)
- Medical/Prescription, Dental & Vision Insurance
- Voluntary Flexible Benefits/Cafeteria Plan
- Voluntary Deferred Compensation Plan choice
(*Nationwide or Washington State Deferred Compensation/DCP*)
- Vacation Leave
- Sick Leave
- Paid Holidays

This position is represented by the Teamsters Union 231 labor agreement. Please refer to the collective bargaining agreement (CBA) for further information. Copies of the CBA may be found at <https://www.lyndenwa.org/administration/job-descriptions/>.

To Apply

Qualified candidates are encouraged to submit complete application packets to CityHall@lyndenwa.org. Application materials are available at <http://www.lyndenwa.org/employment/>.

Complete packets will include:

- City of Lynden application
- Cover Letter
- Resume
- Minimum qualifications checklist

Application packets received by **April 19, 2019** will receive first consideration; only complete application packs will be considered. *Position is open until filled.*

Selection Process

Phone screening interviews with semi-finalists are scheduled for mid-May. Final candidates will be invited to attend the final selection process in Lynden, Washington at the end of May. *The City hopes to hire a new Superintendent by June 15 to allow 30 days of overlap with the retiring Superintendent.*

Please direct all questions about the position to Steve Banham, Public Works Director at (360) 255-5512, banhams@lyndenwa.org.
(*No applications to this address, please.*)

Our Vision: Cultivating Exceptional Service for Our Extraordinary Community.

The City of Lynden is an equal opportunity employer and drug free workplace.