

5602 Green Stormwater Infrastructure Specialist

Utility Specialist Recruitment #PBT-5602-064151

Department	Public Utilities Commission
Analyst	Anna Owens
Date Opened	1/21/2016 8:00:00 AM
Filing Deadline	2/11/2016 5:00:00 PM
Salary	\$88,166.00 - \$130,312.00/year
Job Type	Permanent PBT
Employment Type	Full-Time

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INTRODUCTION

5602- Utility Specialist (Green Infrastructure / Stormwater)

This is a Position-Based Test conducted in accordance with Civil Service Rule 111A.

The San Francisco Public Utilities Commission (SFPUC) currently has one (1) vacancy that will be filled using the eligible list resulting from this examination process.

POSITION DESCRIPTION

Under direction, the Green Stormwater Infrastructure Utility Specialist independently conducts complex studies and analyses of construction documents, calculations, and stormwater management reports of proposed projects to ensure compliance with the San Francisco Stormwater Management Ordinance (SMO) and solve design problems, policy problems, and process problems that may arise during project review. This position supports the implementation of the SMO and program development for the Urban Watershed Management Program and serves as the technical expert on Stormwater design and policies, and other duties as assigned.

ESSENTIAL FUNCTIONS INCLUDE

Essential functions of this position include: reviewing, analyzing, and providing formal comments on construction documents, calculations, and stormwater management reports of proposed projects to ensure compliance with the San Francisco Stormwater Management Ordinance (SMO); identifying and resolving policy issues that arise during

the project review process; supervising junior staff and/or contract consultants on project review tasks; providing technical assistance to project teams to ensure compliance with the SMO and local MS4 permit; performing project tracking and reporting as required under the ordinance and permit; conducting regulatory and policy analyses to determine the best and most cost-effective ways to remain in compliance with new requirements as each MS4 permit cycle occurs; participating in program and policy development to improve green infrastructure project design and delivery; and working to ensure that SFPUC's regulatory and policy positions are rigorously applied to San Francisco's redevelopment areas.

MINIMUM QUALIFICATIONS

1. Possession of a baccalaureate degree from an accredited college or university preferably with major coursework in Law, Engineering, Environmental Studies, Natural Resources, Computer Science, Business Administration, Mathematics, Statistics, Economics or other field related to the utility business;

AND,

2. Four (4) years of verifiable journey-level work experience in one or more of the following areas: planning, scheduling, cost estimating and resource projecting for mid to large scale projects; water supply management and planning; power operations planning and scheduling; analysis, interpretation and application of utility contracts and regulations in either water, power (electric and/or natural gas), telecommunications, or a wastewater program; utility market and environmental analysis and planning; power supply and transmission rates and contracts; generation, transmission or distribution planning and design; or long-term utility systems planning;

WHICH MUST INCLUDE,

3. Two (2) years of verifiable experience in reviewing Stormwater management control plans, green design and engineering plans and specifications.

SUBSTITUTION: Additional qualifying experience may be substituted for the degree requirement on a year-for-year basis. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units. The above minimum qualifications reflect special conditions associated with the position(s) to be filled. They may differ from the standard minimum qualifications associated with this class code.

Desirable Qualifications:

- Civil Engineer License
- Landscape Architect License- California Architects Board
- Planner Certification- American Institute of Certified Planners (AICP)

The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

Note: Candidate must meet the minimum qualifications by the filing deadline. Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

HOW TO APPLY

Applications for City and County of San Francisco jobs are being accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement

- Selection “Apply” and read and acknowledge the information
- Select either “I am a New User” if you have not previously registered, or “I have Registered Previously”

Computers are available for the public (from 8:00a.m. to 5:00p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flsfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online applicant was not submitted or received.

All work experience, education, training, and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Anna Owens, by telephone at (415) 554-1619, or by email at aowens@sfwater.org.

VERIFICATION:

Applicants may be required to submit verification of qualifying education and experience at any point in the application, examination, and/or departmental selection process.

Note: Falsifying one’s education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

Verification may be submitted via the following ways:

With online application during filing period by uploading to the “Resume” tab, OR Fax to Fax Number, ATTN: 5602 Stormwater Verification, OR E-MAIL aowens@sfwater.org with subject “5602 Stormwater VERIFICATION”, OR Hand-deliver verification to Front Counter at SFPUC Human Resource Services: Exam Unit – Attention: Anna Owens, Class 5602; 525 Golden Gate Ave, 3rd Floor, San Francisco, CA, 94102. Verification documentation will be accepted through the date of hire. Please submit as soon as possible. If you have questions please call Anna Owens at (415) 554-1619.

SELECTION PLAN

Supplemental Questionnaire Evaluation (Weight 100%)

Applicants will be prompted to complete the Supplemental Questionnaire that must be submitted during the online application process. The Supplemental Questionnaire has been designed to measure knowledge, skills and/or abilities in job-related areas which may include but are not limited to: knowledge of stormwater principles and

techniques to review plans, knowledge of stormwater management ordinance, knowledge of watershed functions, ability to conduct analyses, interpersonal and supervisory skills, and written skills.

Candidates will be placed on the eligible list in rank order according to their final score.

Candidate scores on this examination may also be applied to other announcements involving other job titles, when directed by the Human Resources Director.

Note: Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

CERTIFICATION: The certification rule for the eligible list resulting from this examination will be **Rule of 10 scores**. Additional selection processes may be conducted by the hiring department prior to making final hiring decisions.

ELIGIBLE LIST: The eligible list resulting from this examination is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be of **6 months**, and may be extended with the approval by the Human Resources Director or the Civil Service Commission.

Upon approval of the Human Resource Director (see Civil Service Rule 111A.26.5), the eligible list resulting from this announcement may be used by other departments that also use this classification or a similar classification. To find other departments which use this classification, please see <http://www.sfdhr.org/Modules/ShowDocument.aspx?documentID=13693>. Search that document by title or job code to see which departments use the classification.

DISASTER SERVICE WORKER

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

DRUG TESTING REQUIREMENT: Applicants for positions in this classification who are not currently employed by the City and County of San Francisco in a safety-sensitive position represented by International Federation of Professional and Technical Engineers, Local 21, are required to pass pre-employment drug and alcohol testing. All employees in this classification may also be subject to drug and alcohol testing upon reasonable suspicion or after a work-related accident.

CONVICTION HISTORY

As a *finalist* for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a *finalist*. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates applying for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates applying for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

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CONCLUSION

Eligible List:

Terms of Announcement

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods, and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by posting the correction on the Department of Human Resources website at www.jobaps.com/sf.

The terms of announcement may be appealed under Civil Service Rule 111A.35.1. The standard for the review of such appeals is 'abuse of discretion' or 'no rational basis' for establishing the position description, the minimum qualifications and/or certification rule. Appeals must include a written statement of the item(s) being contested and the specific reason(s) why the cited item(s) constitute(s) abuse of discretion by the Human Resource Director. Appeals must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date.

Reasonable Accommodation Request:

<http://www.sfdhr.org/index.aspx?page=20#applicantswithdisabilities>

Veteran's Preference:

<http://www.sfdhr.org/index.aspx?page=20#veteranspreference>

General Information concerning City and County of San Francisco Employment Policies and Procedures:

<http://www.sfdhr.org/index.aspx?page=20>

Copies of Application Documents:

<http://www.sfdhr.org/index.aspx?page=20#copies>

Right to Work:

<http://www.sfdhr.org/index.aspx?page=20#identification>

Seniority Credit in Promotional Exams:

<http://www.sfdhr.org/index.aspx?page=20#senioritycredit>

Position Based Testing:


<http://www.sfdhr.org/index.aspx?page=20#positionbasedtesting>

Exam Type: CPE
Issued: January 21, 2016
Micki Callahan
Human Resources Director
Department of Human Resources
Recruitment ID Number: 064151
PUC/ AMO/ (415) 554-1619

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.
[For more information about benefits, please click here.](#)

Click on a link below to apply for this position:

<p>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</p>	<p>Apply Online</p> 
<p>View and print the Supplemental Questionnaire.</p>	<p>This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here.</p>