



Northumberland County Employment Notice

Northumberland County is seeking an individual to fill the position of Wastewater Treatment Plant Supervisor. This is a full-time position that will manage the daily operations of the Northumberland County Sanitary District plants. The ideal candidate shall have knowledge of wastewater systems/equipment and maintenance of pumps, valves, generators, alarms, control systems, and associated lab work/sampling. This position will be working outdoors in all weather conditions and indoors in lift stations and treatment plants. Must be able to climb up and down ladders into wells and manholes, lift 50-75 pounds, ability to operate powered and machine shop tools, and operate heavy equipment such as a backhoe. The position requires a high school diploma or equivalent, a valid driver's license, a minimum of a Class III Wastewater Treatment Operator's License, be highly organized, strong written and oral communication skills, basic computer skills are required, able to meet multiple deadlines, and the ability to work independently and work well with the public. Salary will depend upon experience and qualifications. This full-time position offers benefits, health insurance, and a retirement plan. For a full job description and an application, visit www.co.northumberland.va.us. Applications are due by April 1, 2016 at 3:00 p.m. For information or to submit your application, contact E. Luttrell Tadlock, County Administrator, Northumberland County, P.O. Box 129, Heathsville, VA 22473; or 804-580-7666 (voice); or email ltadlock@co.northumberland.va.us.

**NORTHUMBERLAND COUNTY
JOB DESCRIPTION
WASTEWATER TREATMENT PLANT SUPERVISOR**

POSITION DESCRIPTION

Under the general direction of the County Administrator, plan and supervise staff on the daily operation and maintenance of the Reedville Wastewater Treatment Plant, Callao Wastewater Treatment Plant, YMCA lagoon, and the Middle/High School Wastewater Treatment Plant; and perform related work as assigned.

EXAMPLES OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Recommend and assist in the implementation of wastewater treatment plant goals and objectives; establish schedules and methods for facilities operations; implement policies and procedures.
- Plan, prioritize, assist and/or assign, supervise and review the work of staff involved in treatment plant operations.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget items; monitor and control expenditures.
- Prepare and implement capital improvement programs to ensure the wastewater treatment plant will maintain long term and stable operations.
- Assist and/or prepare contract documents, requests for proposals and other related procurement documents to obtain needed supplies, equipment and services and administer contracts.
- Participate in the selection of staff; provide or coordinate staff training to ensure safe and efficient performance; work with employees to correct deficiencies.
- Supervise plant operations; assure proper adjustment of plant processes; coordinate sampling operations to assure proper balance of treatment steps and meeting effluent requirements; ensure the proper conduct of laboratory tests performed by operations staff.
- Research and prepare a wide variety of reports; maintain files and records on plant operations.
- Work with the Department of Environmental Quality to ensure that the wastewater treatment plant meets all Federal and State requirements.
- Respond effectively to public inquiries.
- Responds to emergency situations at the plant.
- Assign grounds maintenance and cleaning tasks.
- Work with the County Administrator on reporting, budgeting, capital improvements, and provide updates on plant operations.

- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of wastewater treatment plant operations.
- Operating principles of valves, pumps and motors.
- Principles and methods of bacteriological and chemical wastewater analyses.
- Effects and problems of industrial waste in wastewater treatment processes.
- Safety principles and practices.
- Applicable Federal, State and local laws, codes and regulations.
- Principles of supervision, training and performance evaluation.
- Functions and organization of municipal government.
- Budgeting procedures and techniques.

Ability to:

- Direct the operations of wastewater treatment plant facilities.
- Be highly organized and able to meet multiple deadlines.
- Diagnose operating problems and direct effective correction procedures.
- Supervise, train, and evaluate assigned staff.
- Prepare required reports and maintain complete record keeping procedures.
- Establish and maintain effective sample procedures of plant operations and effluent.
- Ensure the proper chemical testing procedures performed by operations staff.
- Must be able to climb up and down ladders into wells and manholes, lift 50-75 pounds, ability to operate powered and machine shop tools, and operate heavy equipment such as a backhoe.
- Communicate clearly and concisely, both orally and in writing.
- Work well independently and with the public.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Use a personal computer including word processing and spreadsheet applications.
- Work in a wastewater treatment environment; exposure to noise, dust, grease, smoke, fumes, gases, and potentially hazardous chemicals; work in or with wastewater; ability to work outside in varying weather conditions as well as indoors.

Education and Experience:

A high school diploma or equivalent is required including a minimum five years of experience working in the wastewater treatment field. Experience with supervising or managing a wastewater treatment plant preferred.

Necessary Special Requirements:

Possession of a valid Virginia Driver 's License as required for plant operation functions.

A minimum of a Class III Virginia Wastewater Treatment Plant Operator License.

Copy of Certificate must be attached to application in order to be considered.

RESIDENCY REQUIREMENT

All Wastewater Treatment Plant employees shall be expected, within six months of hire, to establish residence within a 30 to 45-minute notification to respond zone.