



JOB ANNOUNCEMENT



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WATER RECLAMATION FACILITY ASSISTANT PLANT MANAGER DEPARTMENT OF WATER RESOURCES

Posting Date:	February 3, 2017	Job Code:	522-4339
Closing Date:	Open Until Filled	Grade:	23 - Exempt
Reports To:	Plant Manager	Department:	DWR
Classification	Civil Service	Work Status:	Full Time

This position is classified as safety-sensitive. Incumbent will be subject to random drug/alcohol testing.

JOB SUMMARY

Assists the Plant Manager in planning, directing, and coordinating operations at water reclamation facility, assuring the facility remains operational and effluent released meets state and federal limitations for the Water Reclamation Facility.

MAJOR JOB RESPONSIBILITIES

Assumes the responsibilities of the Plant Manager in his absence.

Coordinates the work of all operators either through written instructions or personal contact; passes on all information regarding operations from the Plant Manager to the operators.

Assigns daily work to operators and maintenance personnel; checks on the progress of water treatment and maintenance of equipment; assures all water released meets permitted limits and the equipment is in good working order; insures plant grounds are kept clean.

Inspects all forms submitted by plant operators such as daily work sheets and the following reports: process control, sludge handling, chemical feed and inventory, to ensure compliance with regulations on the quality of finished water.

Assists the operators in the daily operation of the plant; responds to emergencies such as pump failures, equipment breakdown, chemical feed equipment and process control solutions for system stability.

Conducts performance evaluations on selected staff; trains personnel to attain their Class License; reviews time sheets and operator schedules at the request of the Plant Manager.

Informs Plant Manager of all chemical needs for the plant and laboratory, or places orders as needed.

Orders and obtains supplies to keep the plant clean and operational.

Attends safety meetings to update plant operations and new safety precautions.

Presents programs and conducts tours to establish good public relations.

Performs other related duties as required.

Employee subject to recall to duty in cases of emergency.

Materials and Equipment used:

Personal Computers
Lab Equipment

SCADA Computers
Dissolved Oxygen Meters

Hand Tools

Ph Meters

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Minimum of High School Diploma or G.E.D. Associates Degree in Chemistry, Engineering, or related field preferred.

Four years experience in wastewater treatment with at least two years of supervisory experience.

Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.

Licenses and Certifications:

Class I Wastewater Certification within one year.

Valid Class C Drivers License and a satisfactory Motor Vehicle Record (MVR).

Knowledge, Skills, and Abilities:

Knowledge of the practices, principles, and supervisory techniques associated with wastewater treatment plants.

Knowledge of the chemistry, biological characteristics, and treatment techniques of wastewater.

Knowledge of laboratory equipment, procedures and the processes involved in wastewater treatment.

Knowledge of State and Federal regulations regarding wastewater treatment and solids handling.

Knowledge of the policies and practices of the Wastewater Department.

Knowledge of wastewater operations and maintenance.

Knowledge of mechanical, electrical, and electronic operations and repairs.

Ability to train personnel in various plant positions.

Ability to establish and maintain effective working relationships with subordinate staff members.

Knowledge of the safety precautions used in chemical analysis, plant operations and equipment.

Ability to communicate clearly and effectively, both orally and in writing.

Must be able to lift 50 lbs.

Must be able to climb seventy (70) stairs.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

❖ THIS IS A FULL TIME POSITION AND ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
