



**CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
WASTEWATER TREATMENT OPERATIONS SUPERVISOR**

Airport Wastewater Treatment Plant

**Pay Grade: 70 Pay Range: \$51,235 to \$71,729 annually DOE/Q plus benefits
Candidate of choice must pass pre-employment drug test and background check.
FLSA status: Exempt (Not eligible for overtime.)**

Qualifications: Education equivalent to high school diploma, supplemented by college level courses in wastewater technology, environmental science or related field and extensive experience as a wastewater treatment plant operator; preferably five (5) years with two (2) years supervisory experience. Must possess valid Arizona Driver's License and ADEQ Grade 3 Wastewater Treatment Certification (comparable certification by another state will be considered; ADEQ certification must be acquired with one year of employment). Must possess Arizona CDL Class B or obtain within six (6) months of hire and maintain licensure thereafter. Must pass pre-employment drug test and background check.

Tasks: Performs skilled technical work, supervision and participates in the operation of City wastewater treatment facilities. Responsible for operation of the City of Prescott Airport WWTP including supervision of employees assigned to that location, and oversight of the Hassayampa WWTP system (operated privately). Position is a working supervisor who plans, directs, and participates in the activities of skilled and semi-skilled workers in the operation, maintenance, and repair of wastewater treatment plant facilities and equipment. Work is performed under supervision of the Wastewater Superintendent, however, the employee must exercise independent judgment in accomplishing everyday work and special projects. Works jointly with the Sundog WWTP Supervisor and the WW Superintendent to complete annual budget process submittals. Assigns duties and reviews work of operators; provides training, technical guidance and supervision. Maintains inventory and requisitions tools, materials, supplies and equipment for daily operations, repairs and maintenance work. Develops replacement equipment specifications with the WW Superintendent. Operates plant equipment and assists subordinates with complex or difficult jobs. Inspects plants on a regular basis to identify operational problems; diagnoses problems and makes corrective adjustments or recommends corrective measures. Insures that operators are properly equipped and follow prescribed safety procedures. Coordinates work efforts with other Public Works units to take samples, perform tests and maintain facilities. Keeps operation and financial records and prepares reports on a regular basis. Evaluates work of employees and writes performance appraisals. Keeps WW Superintendent informed of daily activities and potential problem areas. Coordinates industrial pre-treatment program. Follows/implements OSHA and City safety standards and equipment including but not limited to respirators, hard hats, protective clothing/eye wear/footwear, confined space entry, chlorine safety, and other precautions.

Knowledges, Skills, and Other Characteristics:

Knowledge of Federal, State and City of Prescott rules, regulations, policies, and procedures related to wastewater treatment and testing programs and operations.

Knowledge of occupational safety and health policies and procedures related to wastewater treatment.

Knowledge of materials, methods, equipment and techniques commonly used in wastewater treatment plant operations.

Knowledge of supervisory methods and techniques.

Skill in supervising, evaluating, training and motivating employees.

Skill in written communications for administrative and technical purposes.

Skill in maintaining accurate records, analyzing data and preparing reports.

Skill in oral communication in one-on-one and group situations.

Skill in utilizing public relations techniques in responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships with the public, City personnel, other governmental officials.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicle as needed. Must be able to lift 75 pounds. Must be able to see clearly, with correction if necessary, during both day and evening hours and in potentially adverse weather conditions.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 p.m., August 11, 2008

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
928.777.1347 928.777.1315 800.748.6205 TDD 928.776.5680 Fax: 928.777.1213

Email: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net

EEO/M/F/V/H/D/NSE

Posted: July 28, 2008

Para oportunidades de empleo con la Ciudad de Prescott, favor de llamar 928-777-1279.

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MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.