

CITY OF EVANS

EMPLOYMENT ANNOUNCEMENT

POSITION: ASSISTANT WASTEWATER SUPERINTENDENT

DEPARTMENT: PUBLIC WORKS & COMMUNITY DEVELOPMENT

REQUISITION: 19-40

STATUS: FULL-TIME REGULAR/NON-EXEMPT

HIRING RANGE: $66,500 - $99,700 DOQ

WORK SCHEDULE: 40 HOURS PER WEEK, MON-FRI 7:00AM – 3:30PM

OPENING DATE: FRIDAY, SEPTEMBER 6TH, 2019

CLOSING DATE: OPEN UNTIL FILLED

***Why Work for the City of Evans?***

* Excellent Medical, Dental and Vision Insurance
* City paid Life, AD&D and Short-term Disability Insurance
* Up to 7% City Contribution into a 401(k) plan
* Vacation and Health Leave
* 11 Paid Holidays
* College Savings Plan
* Bi-lingual Incentives
* City of Evans Fitness Room/Gym Access
* Optional pre-tax Flexible Spending Account, Health Savings Account, 457 plan and 529 plan
* Wellness Incentives (up to $700/year)

**SUMMARY:** Under general direction, plans, organizes and supervises the day-to-day operations of the City’s wastewater treatment plant by performing a wide variety of semi-skilled and skilled work in operations and maintenance.

**ESSENTIAL FUNCTIONS:**

Oversees the daily operations and maintenance of the wastewater plants. Plans, leads and directs the activities of assigned crew. Operates the plants. Prioritizes and services the wastewater facilities and system maintenance functions, including preventative maintenance and repairs of treatment facilities, equipment and vehicles. Ensures accuracy and quality control. Supervises and directs the activities of assigned staff and functions; makes recommendations regarding hiring, discipline, termination or advancement of employees. Schedules employees, assigns work, and monitors progress; guides, trains and develops employees in the accomplishment of their duties and professional growth; writes and conducts evaluations. Performs preventative maintenance and repair of treatment plants and equipment; performs repairs and maintenance on aeration systems, motors, pumps, valves, meters and chemical feeders including fluid levels; oiling/greasing parts as necessary and packing pumps and assists in emergency repairs. Monitors and calibrates a variety of instruments, including inflow and discharge meters. Checks all chemical feeder systems. Maintains records of maintenance, repairs, equipment and inspections. Identifies job hazards. Assists in the collection analysis of all samples of wastewater influent and effluent for testing required of a class A treatment plant, including accurate recordkeeping. Assists in developing and implementing policies, procedures and standards for efficient and effective operation and maintenance of operations. Ensures compliance with local, state and federal agencies’ standards and regulations. Interprets policies and procedures established by all related regulatory agencies. Participates in developing plans for treating wastewater economically and for new equipment installations. Operates all motorized equipment such as pickup truck, sewer jets, CCTV van, dump trucks, front end loaders, backhoes, tractors, mowers, plows, and similar equipment. Serves on-call as required; responds to emergencies and performs after-hours work. Maintains records of emergency service calls and other services as needed. Assists with video sewer line inspections for proper flow, restrictions, water and root intrusion; manhole and cover condition; detects needed repairs and leaks, and integrity of overall sewer system. Assists in cleaning sewer line using jet/vacuum unit; jetting lines; removes debris from lines and manholes. Responds appropriately to inquiries, concerns or complaints from the public. Provides customer service as needed; responds appropriately to inquiries, concerns or complaints from the public; reports problems to supervisor. Coordinates planning and work with other divisions, City departments, and other agencies. Assists with maintaining garages, warehouse, and storage areas. Assists in the coordination of the activities of consultants and contractors employed in the division. Assists in reviewing or preparing plans and specifications for contract work and inspects work performed for compliance to standards. Participates in the preparation of the annual divisional budget. Assists in forecasting the necessary funds for materials, supplies, and capital improvement projects. Submits budget recommendations and justifications. Monitors controls and approves expenditures within established guidelines. Attends or conducts a variety of meetings as required. Participates in snow and ice control as needed. May work a varying schedule and/or shift. May be required to work overtime.

**REQUIREMENTS:**

High school diploma or GED supplemented by coursework in wastewater plant techniques and 4 years of progressively responsible experience in wastewater plant operations and maintenance. College level courses in chemistry, microbiology, mathematics, environmental health or other related courses are highly desirable. One year of lead or supervisory experience preferred. Equivalent combinations of education and experience may be considered. Knowledge of the organization, policies, purpose, current issues, projects, and employee responsibilities of the division; Knowledge of the methods, operating principles and equipment used in wastewater treatment plants; Knowledge of traffic laws, ordinances, and rules involved in truck and heavy equipment operations; Knowledge of the principles and practices of management including organizational development, budgeting, employee supervision, and training; Knowledge of safety practices and standards related to the operation of wastewater; Knowledge of wastewater laboratory testing procedures and standards.

Knowledge of maintenance and repair scheduling methods; Knowledge of tools used in wastewater treatment.

Knowledge of the characteristics of local water; Knowledge of applicable safety procedures and regulations, including confined space; Knowledge of basic mathematic formulas; Knowledge of plumbing; Skill in the operation, maintenance and repairs of wastewater treatment plant equipment; Skill in inspecting plant machinery and equipment and to detect flaws and defects in operation; Skill in diagnosing and detecting malfunctions and taking corrective action; Skill in operating light and heavy equipment, such as sewer jet/vac unit, portable pumps, backhoes, loaders, snowplows, and dump trucks; Skill in reading locator maps and blueprints; Skill in providing quality customer service; Skill in the safe and lawful operation of a motor vehicle.

Ability to interpret, understand, comply with complex statutes, ordinances, regulations, standards and laws;

Ability to safely operate plant machinery and equipment; Ability to lead, direct and train employees; Ability to maintain accurate records; Ability to investigate, analyze, evaluate and resolve operational, procedural, and personnel problems; Ability to adapt to changing priorities and work assignments; Ability to interpret and implement policies, resolutions, ordinances, rules and regulations; Ability to read, comprehend and consistently follow safe work procedures; Ability to exercise discretion, independent judgment and decision making; Ability to deal constructively with conflict and develop consensus; Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; Ability to establish and maintain effective working relationships with employees, the public and other agencies; Possession of or the ability to obtain a Colorado Class B CDL Driver’s License within one year of employment;

Possession of or the ability to obtain a State of Colorado Class A Wastewater Treatment Plant Operator’s License within one year of employment; Possession of or the ability to obtain a State of Colorado Class III Wastewater Collections Certificate within one year of employment. The employee is also required to perform lifting, carrying and pushing/pulling tools, equipment and supplies weighing up to 117 pounds or more is also required.

The City of Evans conducts pre-employment physical exams, drug testing, and background investigations as a condition of employment. Apply on-line at [www.evanscolorado.gov](http://www.evanscolorado.gov) City of Evans, Human Resources, 1100 37th Street, Evans CO 80620.

**EQUAL OPPORTUNITY EMPLOYER**