

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Water Treatment Plant Supervisor (451-1)
LOCATION: Craven County Water Department
HIRING RANGE: \$41,777 - \$43,779
JOB TYPE: Full-time/Permanent/Exempt
POSTING DATE: September 25, 2015
DATE AVAILABLE: Immediately
CLOSING DATE: October 5, 2015

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to supervise and participate in the operation, direction, adjustment, repair and maintenance of two water treatment plants and related equipment.

ESSENTIAL JOB FUNCTIONS

Employee will operate a variety of machinery and water/wastewater treatment plant equipment including: pH meters, bio-screens, samplers, computers, calculators, pumps, hand tools, etc. Will maneuver large pipes, valve equipment and other materials associated with water/wastewater distribution equipment. Instructs, trains, reviews and evaluates work of subordinates. Determines daily water requirements of distribution system and amounts required for treatment to meet the needs of consumers. Interprets meter and gauge data and regulates treatment processes. Plans, supervises and assists in the repair and replacement of plant equipment. Performs emergency troubleshooting work. Maintains employee time and attendance records. Coordinates safety in-service training of subordinates and ensures compliance with safety procedures in the plant. Makes regular and special written and verbal reports. Assists in the preparation of the annual budget and monitors expenditures from approved budget.

ADDITIONAL JOB FUNCTIONS

Interpersonal communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants. Serves on the County Safety Committee. Performs other related work as required.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school with four years of increasingly responsible experience in water treatment plant operation and three years of supervisory experience, or any combination of training, education and experience which provides the ability to perform the duties of the position. Possession of a valid State of North Carolina Water Facilities Operators Water Treatment Plant Operator Certification Minimum: A- Well Certification A-Distribution Certification. Ability to understand and apply Systems Control and Data Acquisition (SCADA) system principles. Ability to apply general principles of water hydraulics. Ability to read and interpret blueprints, electrical and electronic circuit diagrams and instruct employees in their interpretation.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Rusty Hayes at 252-636-6615.

Craven County is an Equal Opportunity Affirmative Action Employer

