



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

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Water Plant Superintendent

The Town of Valdese (approximate population 4,689) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles west of Charlotte, where the “foothills meet the mountains”. Founded in 1893 by twenty-nine Waldensian settlers from the Cottian Alps of Italy, we have a deep respect for our unique heritage which we celebrate annually with special events and festivals. We have a thriving downtown featuring specialty restaurants, shops and historic attractions. The Town provides a full range of municipal services.

The Town of Valdese is currently seeking a **Water Plant Superintendent**. The Superintendent at the Valdese Water Plant perform various job duties to insure that they treat and produce the very best water quality that they can achieve at the best price possible. Oversees all operations and maintenance of the water plant. Must also ensure the safety of the employees and make sure all safety procedures are followed. An employee in this class is responsible for all of the employees and operations of the Valdese Water Plant. Superintendent must have experience and knowledge of Water Treatment, Maintenance, Safe Working Practices, Math, Chemistry, Problem Solving, and all other facets of running a water treatment plant.

Education and Experience Requirements:

Graduation from high school or equivalent.

Chemistry or Environmental Science degree or an equivalent combination of training and experience. Supervisory experience preferred.

Special Requirements:

Valid North Carolina Driver's License. Possession of A Surface water license. Drug screening is part of the final process as part of the Town's substance abuse policy.

Compensation and Benefits:

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The hiring range for this position is \$49,593 - \$61,992 D.O.E. The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation based on continuous years of experience and sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule. Visit townofvaldese.com for more details.

Contact and submittal information:

Town of Valdese
P.O. Box 339
Valdese, NC 28690

Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting www.townofvaldese.com.

Deadline: December 20, 2021

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer.



Town of Valdeese
Water Plant Superintendent

I. General Statement of Duties

The Superintendent at the Valdeese Water Plant perform various job duties to insure that they treat and produce the very best water quality that they can achieve at the best price possible. Oversees all operations and maintenance of the water plant. Must also ensure the safety of the employees and make sure all safety procedures are followed.

II. Distinguishing Features of the Class

An employee in this class is responsible for all of the employees and operations of the Valdeese Water Plant. Superintendent must have experience and knowledge of Water Treatment, Maintenance, Safe Working Practices, Math, Chemistry, Problem Solving, and all other facets of running a water treatment plant.

III. Duties and Responsibilities

Essential Duties and Tasks

- Supervise and make daily decisions on the operations and treatment processes of the water plant.
- Ensure all equipment is maintained and replaced when necessary.
- Ensure that operators run daily lab tests and record results.
- Ensure that all state laws and water quality parameters are met.
- Answer phone calls dealing with customer questions and complaints.
- Ensure that the overall maintenance of equipment and grounds as well as the cleanliness of the plant is maintained.
- Be willing to train employees to use chemicals and their PPE.
- Ensure all OSHA programs and training are followed.
- Budget Preparation of the water plant.
- Payroll.
- Hiring of employees.
- Discipline of employees.
- Prepare state reports and handle state inspections.

Additional Job Duties

- Assists and backs up other staff.
- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Obtain general knowledge of the state of North Carolina general operating procedures, laws, and rules.
- Ability to deal effectively with the public in a tactful and effective manner.
- Ability to create and maintain accurate records, reports, and files.
- Ability to operate pumps, motors, set and use chemicals, use lab equipment.
- Ability to establish and maintain effective work relationships.
- Ability to perform simple mathematical computations with speed and accuracy.

- Competency in computer operations and relevant software applications.
- Must be able to produce safe, clean, and a cost effective supply of drinking water.
- Knowledge of water treatment, maintenance, and safety procedures.

Physical Requirements

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pulling, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to work with data and figures, operate a computer terminal, and perform extensive reading.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels.

Desirable Education and Experience

- Graduation from high school or equivalent.
- Chemistry or Environmental Science degree or an equivalent combination of training and experience.
- Supervisory experience preferred

Special Requirements

- Valid North Carolina Driver's License.
- Must possess an A surface water license.

V. Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

VI. FLSA Status

This position is non-exempt.