



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN



P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

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NOW HIRING - Wastewater Treatment 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 Wastewater Treatment Plant Superintendent. The Superintendent position performs various job duties to ensure the efficient treatment and compliance of the facility, including all operations and maintenance of the wastewater plant. The position also ensures the safety of the employees and that all safety procedures are followed. The Superintendent must have experience and knowledge of Wastewater Treatment, Maintenance, Safe Working Practices, Math, Chemistry, Problem Solving and all other facets of running a treatment facility. The Town provides a full range of municipal services with a current operating budget of \$12.4 million. The budget includes a total General Fund budget of \$6.7 million, of which the WWTP budget is \$2.1 million, and Utility Fund budget of \$5.6 million.

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 Grade 4 Wastewater Operators 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:

Greg Padgett

Water Resources Director

PO Box 339 Valdese, NC 28690

Email: gpadgett@valdesenc.gov | Telephone: 828-879-6789

Hand delivery: Valdese Town Hall, 102 Massel Avenue SW, 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: Open until filled

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



Town of Valdese

WASTEWATER TREATMENT PLANT SUPERINTENDENT

I. **General Statement of Duties**

Performs difficult technical and managerial work planning, organizing and directing the operations, maintenance, and laboratory analysis of a water or wastewater treatment plant.

II. **Distinguishing Features of the Class**

An employee in this class plans for twenty-four hour operations of a plant to treat and provide potable water or to treat and dispose of wastewater in an environmentally safe manner. Work is performed in accordance with state and federal laws and regulations. Work involves planning and assigning work to subordinates, inspecting the operations of the plants through observation and analysis of laboratory results, insuring proper preventive maintenance and repairs, overseeing the operations of a state-certified laboratory, and supervising the maintenance of pumping stations. Work also involves researching and recommending long and short-range capital facilities and equipment construction and renovation, establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision making, requesting necessary resources in the annual budget, and motivating, coaching, and insuring effective productivity of division personnel. Work involves public contact, initiative and judgement. The employee is subject to the hazards associated with working around raw wastewater and treatment machinery, including hazards of noise, vibration, proximity to moving mechanical parts, electrical current, exposure to chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and may be required to enter crawl spaces, sewage and water line pipes, and other hazards and use protective breathing equipment. The employee may also be subject to the final OSHA standards. Work is performed under general supervision as to matters of policy, budget, long-range plans, personnel matters, and work priorities. Work is evaluated through conferences and reports for productivity, and compliance with required laws and regulations.

III. **Duties and Responsibilities**

Essential Duties and Tasks

- Plans, organizes and directs the work of subordinates engaged in plant operations and process control, laboratory analysis, and preventive maintenance and repair of plant equipment and facilities and related pumping stations.

- Participates with management in planning for current and future capacity needs and plant modifications for increased efficiency or regulatory compliance.
- Researches and recommends strategies for meeting new regulatory requirements; assists with planning and implementation of sludge disposal program.
- Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management decision-making.
- Serves as Operator in Responsible Charge of a grade IV wastewater plant or grade A water purification plant.
- Supervises laboratory operations; reviews reports and records for accuracy and to review operations; supervises contracted or in-house analysis of more complex properties.
- Plans and requests necessary resources for plant operations as part of annual budget process; administers approved departmental budget.
- Supervises and participates in preventive maintenance programs for plant equipment and facilities; participates in repair activities and approves contracted repairs.
- Motivates, coaches, and reviews the performance of subordinate supervisors; insures proper training and certification of assigned personnel; recommends and participates in disciplinary actions; conducts the hiring process.
- Prepares operating budget request and assists with capital budget requests; purchases supplies and equipment.
- Supervises the compost operations or the belt press operation.

IV. Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of water and/or wastewater treatment including operations, pretreatment, laboratory analysis, preventive maintenance practices, and sludge disposal methods and regulations or watershed management.
- Thorough knowledge of the local, state, and federal laws and regulations relating to water and/or wastewater treatment and related safety practices.
- Considerable knowledge of the Town budget, purchasing, and personnel policies and practices.
- Considerable knowledge of effective supervisory practices including motivation, communications, delegation, discipline, performance review, and other supervisory practices and related laws and regulations.
- Working knowledge of mechanical, electrical, and electronic trades as applied to wastewater treatment facilities and equipment maintenance and repair.
- Ability to plan and organize work over a broad scope of 24-hour operations and to create and articulate a departmental or organizational vision of excellence.

- Ability to operate computer for data storage, retrieval, and analysis. Ability to analyze information and make effective decisions.
- Ability to establish and maintain effective working relationships with Town officials, media, industrial officials, regulatory officials, contractors, other employees, and the public.
- Ability to communicate effectively orally and in writing.

Physical Requirements

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, climbing, balancing, pulling, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Must possess the visual acuity to operate machines and equipment including close inspection of moving and small parts, using measurement devices, perform assembly and fabrication of parts, prepare maintenance records and operate a computer terminal.

Desirable Education and Experience

Graduation from a community college with a degree in chemistry, biology, environmental science or related field and considerable water or wastewater treatment experience, including considerable supervisory experience; or an equivalent combination of education and experience.

Special Requirements

- Valid North Carolina Driver's License
- Certification at level IV by the State of North Carolina for wastewater treatment or level A for surface water treatment.

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 exempt.