

CITY OF MILLEDGEVILLE**JOB ANNOUNCEMENT**

POSITION: Water Treatment Assistant Superintendent

DEPARTMENT: Water Treatment Plant

SCHEDULE: Full-Time - 8-hour shifts – Weekends, Holidays and On Call

SALARY: Negotiable Dependent Upon Experience

JOB ANNOUNCEMENT: Open Until Filled

JOB SUMMARY:

This position is responsible for assisting in the managing and supervising of daily operations at the water treatment plant for the City of Milledgeville.

MAJOR DUTIES:

- Trains, counsels, and supervises subordinate personnel; coordinates work schedule and fills in on all shifts as necessary.
- Controls water treatment plant processes and equipment to purify and clarify water for human consumption and industrial and commercial use.
- Responds to calls from public concerning water system problems.
- Assists in maintaining inventory of chemicals and supplies necessary for plant operations
- Assist Superintendent in the development and implementation of short and long-term goals and objectives for plant operations.
- Reviews laboratory records to ensure operations are in compliance with state and federal regulations.
- Prepares accident and safety reports
- Assist in the scheduling and coordination of maintenance and repair of plant equipment.
- Performs inspection of plant operations.
- Assumes the duties of the Water Treatment Plant Superintendent in his/her absence.
- Maintain employee time and attendance records
- Attends training classes and seminars to remain abreast of industry practices and technology
- Performs duties of Water Treatment Plant Operator as necessary

KNOWLEDGE REQUIRED FOR THIS POSITION:

- Knowledge of mathematics, and chemistry.
- Knowledge of water system operations and water treatment processes.
- Knowledge of federal and state laws, rules, and regulations concerning safe drinking water.
- Knowledge of handling and application of chemicals necessary to maintain a safe water supply.

Knowledge Required (cont'd)

- Knowledge of laboratory procedures.
- Skill in use of water analysis tools and equipment Skill in supervision
- Skill in oral and written communications
- Skill in the use of maintenance equipment.

MINIMUM QUALIFICATIONS:

- High School diploma or G.E.D. with college level course work in chemistry, biology, and environmental science.
- Valid State of Georgia Driver's License
- Class I Water Treatment Operator's Certificate issued by the State of Georgia.
- Skill in oral and written communications.
- Skill in operating a computer, including Excel.
- Skill in performing advance mathematical calculations.
- Ability to follow all required safety procedures

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position)