

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS – WATER & WASTE WATER
JOB TITLE: WATER SYSTEM SUPERVISOR
SALARY/GRADE: NON-CLASSIFIED/BASED ON QUALIFICATIONS
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: This individual will be responsible for the supervision and operation of Potable Water System in the Ocean Pines area and will report to the Director of Water and Wastewater.

GENERAL REQUIREMENTS

- Drug and Alcohol Testing
- Subject to emergency call-back with little or no notice
- Pre-employment background check and motor vehicle history

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Maintains drinking water quality standards as requested by State and Federal regulations;
- Oversees collection of samples for all lab analysis for compliance of State and Federal regulations;
- Operates valves, gates, pumps, motors and engines as needed;
- Prepares required reports to State and Federal agencies for filing;
- Responsible for the operation of all components of the Water System;
- Assures continuing education, staff training and required continuing education in compliance with licensing agencies, OSHA and MOSHA as mandated by State and Federal law;
- Supervises and plans work schedules for all water treatment staff members;
- Identifies needed capital improvements for the Water Department
- Assists in preparation of service area budget
- Monitors expenditures in the Water Department versus the adopted budget
- Support and enforce the Worcester County Government Personnel Rules & Regulations;
- Other duties as assigned.

QUALIFICATIONS AND SKILLS

- High school graduate or GED equivalent, plus 5 years experience in water treatment operations.
- Thorough knowledge of water and/or wastewater treatment processes and related safety procedures;
- Knowledge of supervisory procedures and methods.
- Laboratory Sampling Certification.
- Certification by the Maryland State Board of Water and Waste System Operators with a Class 2 Water Treatment License along with Superintendent Certification or qualify for within 6 months of appointment
- Above-average written and oral communication skills to accomplish job assignments, lead & instruct others, keep records and logs, complete written forms & reports and to communicate effectively with the public, apply acquired knowledge to increasingly complex tasks, train on equipment and machinery of higher complexity.
- Valid driver's license and driving record of less than 4 points (MD).
- Ability to perform moderate to heavy physical labor tasks including bending, stooping, lifting and carrying heavy objects up to 50 lbs., operation of power tools.

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time): Constant (<75% of the time)

Heavy Work; Constant viewing and lifting over 10lbs; Frequent talking, hearing, carrying, pushing, pulling, lifting and moving of objects over 25lbs; Occasionally over 50lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects. May perform duties involving hazardous working conditions, including the handling of hazardous materials, some work requires exposure to potentially hazardous conditions, such as working in traffic along roadways, working in trenches, handling chemicals, and adverse weather.