



# TOWN OF PITTSBORO

Invites applications for the position of:

## Water Treatment Plant Superintendent/ ORC

An Equal Opportunity Employer

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<b>HIRING SALARY</b>	\$ 53,314 – 76,844
<b>CLOSING DATE</b>	July 31 <sup>st</sup> , 2021 @ 5pm
<b>POSITION TYPE</b>	Full-Time (Monday – Friday, 8:30am – 5:00pm)
<b>DEPARTMENT</b>	Water Plant
<b>SUMMARY</b>	Performs administrative and technical work overseeing the operation, maintenance, and repair of the Water Treatment Plant.

### ESSENTIAL JOB FUNCTIONS

Performs administrative and technical work overseeing the operation, maintenance, and repair of the Water Treatment Plant. Serves as Operator in Responsible Charge (ORC) for the Water Treatment Plant. Responsibilities include: ensures compliance with regulatory agencies as well as state and federal laws; prepares and maintains records, reports and files; supervises staff in the daily operation and maintenance of the plant and related facilities; reviews plant compliance, control data, and lab results; implements changes in operation to maintain compliance; researches and implements corrective actions for plant non-compliance; helps develop preventive maintenance programs; schedules maintenance and calibration of equipment; schedules and logs daily staff assignments; monitors and maintains pumps and equipment; monitors the plant SCADA system; analyzes lab results and records data; assists with the recruitment and selection of personnel; ensures proper training and certification of employees; develops operational procedures; inspects work for completeness and compliance; assists with department budget; monitors expenditures; maintains inventory of supplies, services, and equipment; responds to residents inquiries. On call 24/7 and may be required to work outside of normal working hours in stand-by, on-call or other emergency situations. Works under limited supervision and guidance of the Public Utilities Director

### KNOWLEDGE AND QUALIFICATIONS

Must have a thorough knowledge of methods, practices, procedures, tools, and equipment used in the operation, maintenance, and repair of the water treatment plant and related facilities. Demonstrates communication and leadership skills with the ability to operate personal computers including some knowledge of applicable software packages. Completion of High School Diploma or GED required. Valid

North Carolina driver's license required. Possession of North Carolina (Grade A- Surface) water treatment certification and a (Grade 1 Physical/Chemical) certification required or the ability to obtain within 12 months of employment. At least (5) years of supervisory or lead experience in water treatment. Excellent organizational and problem-solving skills. Excellent interpersonal skills with co-workers and residents (via phone, email, and in-person). Must have the ability to comply with applicable department policies, procedures, rules, and regulations.

#### **EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:**

- Equivalent combination of education and experience
- Valid North Carolina driver's license

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Work is performed primarily in a standard office environment and occasionally outdoor. May be required to lift and carry items weighing up to 10 pounds. A qualified applicant or employee with a disability may be afforded reasonable modifications to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

#### **ADDITIONAL INFORMATION**

- Interested applicants must submit a completed online application to be considered.
- This is a continuous recruitment; review of applications will begin immediately. Prompt application is highly encouraged. Recruitment will close without notice when a sufficient number of qualified applications are received or all hiring decisions have been made.
- Successful candidates will be subject to a background check and drug screening.
- Applications are available on the Town's website at <https://pittsboronc.gov>
- Mail applications and resumes to the Town Clerk at P.O. Box 759, Pittsboro, NC 27312 or email to [cbullock@pittsboronc.gov](mailto:cbullock@pittsboronc.gov)