



Upper Occoquan Service Authority

Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 277-2200 • Fax | (703) 266-0682 • Email | good.jobs@uosa.org

EVENING ASSISTANT SHIFT MANAGER

Treatment Process Division

(Internal ID: 5111)

Grade 29

\$53,956.08 - \$90,005.06*

**Starting salary will be between minimum and midpoint in the range.*

Open: July 16, 2020 ▪ **Close:** Open Until Filled

ABOUT THE ORGANIZATION

The Upper Occoquan Service Authority (UOSA) is a regional water reclamation plant serving four jurisdictions (Fairfax County, Prince William County, City of Manassas and City of Manassas Park).

RESPONSIBILITIES

The **Assistant Shift Manager** monitors and exercises general supervision over Treatment Process liquids operations activities and performs related planning, coordination and training as required to ensure continuous operations of the plant. The Assistant Shift Manager is responsible for the efficient, continuous operation of all sections of the Treatment Plant liquid process train to ensure VPDES permit compliance on days when the shift manager is not present. General supervision is exercised over the work of Treatment Process Operators of various grades (Trainee, Process, Plant, and Senior Operators). Work is performed under the general supervision of the Shift Manager and/or Director or Deputy Director of Treatment Process.

The Assistant Shift Manager may be the senior responsible UOSA employee outside of regular business hours, and is authorized to direct the efforts of personnel from other Divisions as required in emergency and high flow situations.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

- Manages a team of operators during the days each week when the shift manager is not present.
- Supervises employees in operation of primary, conventional, chemical AWT, and physical AWT processes; assigns and reviews work, and takes actions to ensure employee safety, meet flow throughput demands, minimize costs, and satisfy regulatory requirements;
- Exercises authority directly and through experienced operators acting as fill-in supervisors;
- Monitors Plant conditions and operating activities by checking operating parameters on computer and control panels and regular visual inspection of Plant processes and operations in all sections of the Plant;
- Writes and reviews Standard Operation Procedures associated with assigned processes, and trains and enforces operator compliance with all relevant SOPs;
- Performs leave request review and approval, annual performance evaluations, timesheet review, and necessary discipline;
- In the absence of the shift manager, establishes weekly operations schedules and ensures adequate qualified staff is available to operate the plant 24/7/365;
- Ensures chemical inventories are taken on the required schedule; orders chemicals on a routine and emergency basis;
- Schedules, assigns, and reviews preventive maintenance tasks and weekly projects;
- Coordinates with Solids Process Manager and operators to ensure efficient handling of solids generated by wastewater treatment;
- Coordinates with Operations Support to ensure efficient division of tasks pertaining to
- equipment PM, cleaning, and housekeeping;



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- Coordinates with O&M trade managers to prioritize and schedule repairs and preventive maintenance activities;
- Works in sections as necessary to train staff and cover staffing shortages;
- Ensures proper training of Operators in operations and safety, in close collaboration with the Training Manager;
- Supervises proper completion of field operations logs and data sheets;
- Troubleshoots the more difficult and complex operating and maintenance problems, develops solutions and implements corrective actions;
- Writes or reviews maintenance work order requests, assigns priority and ascertains that they are implemented;
- Provides to the Division Director or Deputy Director regular briefings on plant and shift operations and management;
- Actively briefs subordinate employees on UOSA management directives and policies and supports the same;
- Orders supplies and equipment;
- Reviews plant operating data and memorandum and responds to same;
- Keeps abreast of new developments in Treatment Plant operations;
- Maintains certification in First Aid, CPR, and AED.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Comprehensive knowledge of modern principles and practices of the operation of all sections of Treatment Plant operations; good knowledge of Treatment Plant safety principles and practices; demonstrated ability to motivate, train, plan, and supervise the work of Treatment Plant Operators; skill in troubleshooting Plant operating problems and in implementing corrective actions; ability to evaluate operating data and to prepare reports. Must be able to perform Operator duties in each section. Must be able to perform the physical requirements of position to include extensive walking, bending, stooping, climbing of stairs and ladders, lifting and carrying 75 pounds.

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

Graduation from High School or GED required. Considerable successful experience as an advanced level Operator and completion of two (2) years of college and/or equivalent job-related experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS:

Possession of or ability to obtain within one year of appointment, a Virginia Wastewater Works Class I Operator License. A vehicle operator's license valid in the Commonwealth of Virginia is required.

The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at good.jobs@uosa.org.

All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: Uosa.org/Careers > [Candidate Profile](#).

Once logged into your profile, click on **Find Jobs** in the upper left hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.