



Upper Occoquan Service Authority

Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 830-2200 • Fax | (703) 266-0682 • Email | good.jobs@uosa.org

LIQUIDS PROCESS SHIFT MANAGER (NIGHTS)

Treatment Process Division

(Internal ID: 5103)

Grade 31

\$66,914.13 - \$111,620.61*

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

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

A **Liquids Process Shift Manager-Nights** is completely responsible, for the relevant shift period, for the efficient, continuous operation of all sections of the Treatment Plant liquid process train to ensure VPDES permit compliance. General supervision is exercised over the work of an Assistant Shift Manager and Treatment Process Operators of various grades (Trainee, Process, Plant, and Senior Operators). Work is performed under the general supervision of the Director or Deputy Director of Treatment Process.

The **Liquids Process Shift Manager-Nights** is normally 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):

- 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 assistant managers and 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.
- Conducts interviews pursuant to hiring and makes recommendations on hiring and employee dismissal.
- 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.



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- Coordinates with Operations Support to ensure efficient division of tasks pertaining to equipment PM, cleaning, and housekeeping.
- Coordinates with O&M trade managers to prioritize and schedule repairs and preventive maintenance activities.
- Works closely with engineering staff to improve equipment operation and resolve technical problems, and participates in design workshops, interacts with vendor and design engineering professionals, and reviews submittals relevant to construction of new liquids facilities.
- 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.
- Maintains certification in First Aid, CPR, and AED.

REQUIREMENTS

- Completion of high school or a GED program. Considerable successful experience as an Assistant Shift Manager or 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.
- 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.
- Must be able to perform Operator duties in each section.
- Possession ability to obtain within one year of appointment, a Virginia Wastewater Works Class I Operator License.
- Possession of a vehicle operator's license valid in the Commonwealth of Virginia.
- Must be able to perform the physical requirements of position, to include extensive walking, bending, stooping, climbing of stairs and ladders, lifting and/or carrying of up to 75 pounds.

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.