



Upper Occoquan Service Authority

Human Resources Department

14631 Compton Road • Centreville, VA 20121

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ASSISTANT SHIFT MANAGER (DAYS)

Treatment Process Division

(Internal ID: 5113)

Grade 10

\$71,300 - \$114,100

Open: July 19, 2023 ▪ **Close:** August 4, 2023

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. He/she supervises employees in operation of primary, conventional, physical and chemical AWT process; assigns and reviews work and takes necessary actions to ensure employee safety, meet flow throughput demands, minimizes costs and to satisfy regulatory requirements. General supervision is exercised over the work of Treatment Process Operators of various grades (Trainee, Process, Plant and Senior Operators). The incumbent is responsible for the efficient, continuous operation of all sections of the treatment plant's liquid process train and ensures VPDES permit compliance on days when the shift manager is not present.

This position works under the general supervision of the Shift Manager and/or Director or Deputy Director of Treatment Process.

The incumbent must have 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. The incumbent must be skilled in troubleshooting plant operations and implement corrective actions. He/she must be able to perform Operator duties in each section. Must have the ability to use word processing and spreadsheet applications, the ability to evaluate operations data and prepare reports.

REQUIREMENTS:

- Completion of high school or a GED program. 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.
- Possession of or ability to obtain at an allowable rate, a Virginia Wastewater Works Class I Operators 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.

Internal candidates must submit a completed **Internal Application for Vacancy Form** and an updated resume to the Human Resources Department.