



JOB ANNOUNCEMENT

Water/Wastewater Supervisor (Full-Time, Year-Round, Exempt)

Description

The Incline Village General Improvement District is accepting applications for a **Water/Wastewater Supervisor** that is responsible for the operation and maintenance of the District's water and wastewater treatment facilities, focusing on treatment processes at the Water Disinfection Plant and the Water Resource Recovery Facility, including sewer and water pumping stations, water reservoirs and effluent disposal facility. Supervises and coordinates staff activities in maintenance, operation and repair of pumps, motors, electrical and instrumentation equipment for the water and wastewater systems, including the effluent disposal facility. Responsible for permit compliance and reporting with Federal and State regulations for the Water Resource Recovery Facility and the Burnt Cedar Water Disinfection Plant. This is a bargaining unit eligible position.

Position Responsibilities *(this list is not all inclusive of job duties and responsibilities).*

Provides leadership and works with staff to ensure a customer service work environment that supports achieving the District's mission, values and goals. Maintains proficiency in treatment process technology appropriate to IVGID water and wastewater facilities. Meets safe drinking water standards and State discharge permit requirements. Maintains good working relationships with local, state and federal regulatory officials with jurisdiction over District facilities. Hires, supervises, schedules and trains staff in the successful performance of their duties. As a working supervisor, performs activities of staff as needed. Plans, organizes and directs the repair and maintenance of pumps, motors, electrical, instrumentation and control equipment. Performs inspections and oversees preventive maintenance on various electrical, control and mechanical equipment. Responsible for the operation and maintenance of the computerized SCADA, communication and telemetry systems. Records operations and maintenance activity on a daily basis and enters data into a computerized maintenance management system for all areas of responsibility. Responsible for monthly compliance reporting to regulatory agencies including EPA, Washoe County, and NDEP. Prepares detailed analytical reports on operation and maintenance and results obtained. Prepares reports showing maintenance and treatment trends and summarizing effectiveness. Data management of water quality, maintenance and treatment process parameters. Continuously improves the operation and maintenance methods, procedures, equipment performance, and process control upgrades. Evaluates energy and chemical usage. Monitors and enforces safety regulations and procedures, which may include confined space, trenching/shoring and respiratory protection. Coordinates and instructs operation and safety techniques for use of power tools and equipment. Prepares and recommends annual operating and capital improvement budget for assigned area of responsibility; monitors and controls budgets utilizing a computerized financial accounting system. Initiates, coordinates and reviews purchasing requirements for area of responsibility, utilizing the District's financial accounting system. Assists other departments throughout the District with electrical and pumping projects when needed. Supervises wetlands maintenance and operations. Inputs and/or monitors employee time & pay records using an automated system. Ensures records are accurate each pay period.

Qualifications

Education and/or Experience

AA degree with technical training or course work in business, science or engineering and five years related experience in water treatment or wastewater treatment systems, including one year in lead operator/supervisory capacity; or equivalent combination of education and experience in a related field.

Other Skills or Abilities

Ability to work in a self-directed work environment. Must be self-motivated and show a high level of initiative. Must be available for and able to evaluate emergency callouts. Good supervisory, organizational, analytical, customer service, record keeping and technical training skills in electrical/mechanical applications required, together with computer skills for Word, Excel, financial accounting and maintenance management systems. Knowledge of chemistry and microbiology. Deal courteously and efficiently with the public and employees. Develop and maintain effective working relationships with a broad range of individuals and groups. Read, analyze, and interpret general business, professional and technical documents, plans and diagrams or governmental regulations. Effectively present information (in-person/written) and respond to questions from employees, managers, customers and the public. Interpret an extensive variety of technical instructions and apply advanced mathematical concepts such as exponents, electrical resistance, and mechanical vibration analysis.

(Over)

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Job Posting

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Valid Driver's License and lift and/or move 50 to 100 pounds. Must possess a Grade III Water Treatment Certification from the Nevada Division of Environmental Protection Bureau of Safe Drinking Water and/or Grade III Wastewater Treatment Certification from the Nevada Division of Environmental Protection (NDEP). If Grade III is from outside Nevada, NDEP has a reciprocity application for the employee to obtain the comparative NDEP certificate within one year of hire date. Certification not possessed by employee, to be obtained in the minimal time period required.

Compensation

Salary* \$99,695 - \$116,311 annually, depending on experience. This position receives a fantastic benefit package including: medical, dental, vision, short and long term disability, Pension Plan, 457 Deferred Comp Plan, Section 125 Flex Plan, vacation and sick leave, holiday pay and recreation privileges at District facilities.

Application Filing Date

Applicants should submit an IVGID application (resume optional) to the Human Resources Department, 893 Southwood Blvd, Incline Village, NV 89451, or go online www.yourtahoeplace.com/jobs, create a profile and submit application. This position is Open Until Filled.

2/11/22

EOE

Job Description available Intranet and HR

893 Southwood Boulevard · Incline Village · Nevada 89451 · (775) 832-1100 or (775) 832-1359 fax
jobs@yourtahoeplace.com www.yourtahoeplace.com

**mid to max. of range listed above.*