



JOB ANNOUNCEMENT

Job Title: **Wastewater Plant Supervisor**

Status: **Regular Full Time Position**

Salary: **Group 26** Step 1-5: **\$20.79 to \$22.95/hour DOQ**

Open Date: **September 8, 2017** Closing Date: **Open Until Filled**

Description: This is a responsible supervisory position, which also requires technical expertise. Operates and maintains the City's Wastewater Treatment Plant. Provides supervision and direction for all Wastewater Treatment Plant operations and maintenance activities, and directs employees on day to day responsibilities. Maintains plant record keeping, and issues reports to proper State commissions in a timely fashion. Tracks budget and expenditures to ensure plant is kept within budget guidelines. Track and report asset management to ensure equipment is repaired or replaced in a timely fashion. Must be available to work overtime and be "On Call" as assigned.

Knowledge, Skills and Abilities:

Knowledge of chemicals and technical equipment; knowledge of Texas Water Commission and EPA guidelines and regulations. Ability to follow detailed verbal and written instruction; work without direct supervision; attend and understand technical courses, establish and maintain effective working relationships; maintain appropriate licenses and certifications; communicate effectively with other employees and general public.

Qualifications:

High school graduate, or its equivalent; 5 (five) years of Waste Water Plant operation experience, with a minimum of 1 (one) year being supervisory experience. TCEQ – Class B License in Wastewater Treatment. TCEQ Class C License in Water Distribution **or the ability to obtain within 1 (one) year of hire date.** Appropriate Class C Texas driver license.

Special Requirements:

Works outdoors in hot, cold, and/or wet weather, exposure to noise and vibration from machinery, toxic chemicals and gases, works in confined spaces (trenches, manholes).

How to Apply:

A City of Taylor Application is required for this position.

Resumes alone WILL NOT BE ACCEPTED but may be attached to a City application.

Please send your application to: **Email:** jobs@taylortx.gov or

Mail or Deliver: Human Resources, City of Taylor, 400 Porter St., Taylor, TX 76574

Questions:

Email: jobs@taylortx.gov,

Phone: (512) 352-5993 or

Website: www.taylortx.gov

Benefits: Health, Dental and Long Term Disability Insurance (*Employee coverage paid by the City*); 7% 1 ½ to 1 match retirement with Texas Municipal Retirement System; Social Security match; Paid holidays, vacation and paid sick days

The City of Taylor is an Equal Opportunity Employer



JOB DESCRIPTION

Class No:	506	Job Title:	Wastewater Plant Supervisor
Pay Group:	26	EEOC Category:	Technicians
Step:	1 – 8	Hourly:	\$19.79 - \$23.52
FLSA Category:	Non-Exempt	Date:	January 4, 2017

BRIEF DESCRIPTION OF THE JOB:

This is a responsible supervisory position, which also requires technical expertise. Operates and maintains the City's Wastewater Treatment Plant. Provides supervision and direction for all Wastewater Treatment Plant operations and maintenance activities, and directs employees on day to day responsibilities. Maintains plant record keeping, and issues reports to proper State commissions in a timely fashion. Tracks budget and expenditures to ensure plant is kept within budget guidelines. Track and report asset management to ensure equipment is repaired or replaced in a timely fashion.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Utility Superintendent
 Directs: This is a supervisory position.
 Other: Has daily contact with other department personnel and contractors and occasional contact with general public.

ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Conducts daily chemical and lab tests, including determining chemical concentrations, taking flow and blower readings, and checking meters; records data at regular intervals.	5	L	A,B,C,D,E,H,I,K, J,M,O,Q,R,S,T
Track asset management to keep repairs on track.	5	L	B,Q,R,S
Track budget and keep spending within budget guidelines.	5	L	B,Q,R,S
Provide direction for day to day operations.	10	L	B,Q,R,S
Maintain record keeping, provide reports to proper state agencies.	10	L	B,Q,R,S

*See Physical Demands portion of job description for key to codes

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Calibrates lab equipment daily.	5	L	A,H,I,Q
Makes chemical dilutions.	5	L	A,C,E,M,H,I,Q
Monitors all equipment, gauges and meters at regular intervals, makes adjustments and records data.	10	L	A,B,C,H,I,O,Q,R
Cleans and maintains plant equipment including filters, blowers, contact chambers, wet wells, clarifiers, and pump rooms.	15	L/M	A,B,C,D,E,F,G,H,I,J,K,M,N,O,P,Q,R,S,T
Cleans, repairs and maintains facilities and grounds.	20	L/H	A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T
Collects samples for analysis.	5	L	A,B,C,D,E,F,G,H,I,J,K,M,Q,R,T
Performs such other duties as may be assigned.	5	L/M	All except L

PHYSICAL DEMANDS:

1. Overall Strength Demand

Sedentary Light Medium Heavy Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

<u>C</u> A. Standing	<u>R</u> G. Reaching	<u>R</u> L. Crawling	<u>C</u> Q. Vision
<u>O</u> B. Sitting	<u>C</u> H. Handling	<u>O</u> M. Bending	<u>C</u> R. Hearing
<u>C</u> C. Walking	<u>C</u> I. Fine Dexterity	<u>R</u> N. Twisting	<u>C</u> S. Talking
<u>O</u> D. Lifting	<u>O</u> J. Kneeling	<u>O</u> O. Climbing	<u>O</u> T. Foot Controls
<u>O</u> E. Carrying	<u>R</u> K. Crouching	<u>O</u> P. Balancing	<u> </u> U. Other
<u>O</u> F. Pushing/Pulling			

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	Primary work positions to perform most tasks including to move about site monitoring all equipment, gauges, and meters at regular intervals; to do lab work; to clean, maintain and repair equipment, facilities and grounds.
SITTING	To operate heavy equipment from a sitting position; to drive; to complete reports and other paperwork.
LIFTING/CARRYING	A variety of equipment, chemicals, tools i.e. - water sample bottles (25-30 lbs); 5

*See Physical Demands portion of job description for key to codes

	gallon bottles of distilled water for lab testing (45 lbs lifted overhead); buckets of chlorine (10 lbs).
PUSHING/PULLING	To sweep; to shovel; to open and close contact chamber gates with valve key; to operate levers on heavy equipment.
REACHING	To use long brushes to clean sides of clarifiers; to use tools to access spaces while maintaining and cleaning equipment.
HANDLING/FINE DEXTERITY	To perform most tasks including all paper, computer and lab work; to operate and adjust controls and gauges on equipment; to use hand tools; to operate switches and levers on heavy equipment.
KNEELING/CROUCHING/BENDING	To access spaces or to do work close to ground; to work on samples in buckets on the floor; to access supplies on low shelves.
TWISTING	To close gates with valve keys; to operate weedeater.
CLIMBING/BALANCING	On step stool in lab; on stairs and ladders in plant; in and out of heavy equipment (Bob Cat, front-end loader, dump trucks, large trucks).
VISION	To read small numbers and needles on gauge meters; to operate equipment; to conduct lab tests and observe results; to read monitors; to calibrate meters.
HEARING/TALKING	To communicate especially to ensure safety while operating equipment around others and to share information pertaining to the safe and proper operation of the plants; to hear timers on lab tests; to hear alarms or malfunctions on equipment.
FOOT CONTROLS	To drive; to operate heavy equipment.

NON-PHYSICAL DEMANDS:

- | | |
|--|---|
| <u> </u> F time pressures | <u> </u> C noisy/distracting environment |
| <u> </u> F emergency situations | <u> </u> F tedious exacting work situation |
| <u> </u> F irregular schedule/overtime | <u> </u> C working closely with others as part of a team |
| <u> </u> O danger/physical abuse | <u> </u> F performing multiple tasks simultaneously |
| <u> </u> O frequent change of tasks | <u> </u> other (describe below) |
| <u> </u> O varying periods of idle time interspersed with emergencies requiring intense concentration | |

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (From 1/3 to 2/3 of the time), O-OCCASIONALLY (Up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

Meters (pH, Dissolved O₂, DR 3000 Spectrophoto), Backhoe, computer, self-contained breathing apparatus, lawn maintenance equipment, hand and power tools, radio.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Temperature extremes from weather; sludge dust; noise from pumps and blowers; hazardous materials, contaminated body fluids

KNOWLEDGE/SKILLS/ABILITIES:

Ability to follow detailed verbal and written instruction; work without direct supervision; attend and understand technical courses; establish and maintain effective working relationships; maintain appropriate licenses and certifications; communicate effectively with other employees and general public.

- Reading: Reads and comprehends operation and training manuals, safety data sheets, blueprints, labels, test instruction and result reporting sheets, memos, policies and procedures.
- Writing: Writes daily, weekly and monthly reports including words, numbers and abbreviations, takes notes
- Math: Performs mathematical calculations for volume capacity, density mass, distance, rates of flow, slope and dilution; uses and manipulates formulas, mathematical word problems, percentages and metric conversions.
- Reasoning: Analyze situations and adopt quick, effective reasonable courses of action.
- Advanced Theoretical Knowledge: Knowledge of chemicals and technical equipment; knowledge of first aid and CPR procedures; TCEQ and EPA guidelines and regulations.
- Budget: Track budget and expenditures to ensure budget stays within proposed guidelines.
- Paperwork: Maintain Waste Water Plant paperwork, including paperwork supplied to the necessary State agencies, (TCEQ, EPA, etc.).
- Asset Management: Track asset management to ensure equipment is being repaired or replaced, and scheduled maintenance is being performed.

Other Duties:

- On-Call Responsibilities
- Any other duties as assigned
- Ensure the adherence to safe work practices by operations personnel

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduate, or its equivalent. 5 years of Waste Water Plant operation experience, with a minimum of 1 (one) year being supervisory experience.

OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES/LICENSES REQUIRED:

TCEQ Class B License in Wastewater Treatment. TCEQ Class C license in Water Distribution or the ability to obtain within 1 (one) year of hire date. Class C driver's license.

SIGNATURE:

I agree this job description is a fair representation of the duties of this position.

Applicant or Employee:

Name
Signature
Date



CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT
An Equal Opportunity/Affirmative Action Employer
400 Porter Street, Taylor, Texas 76574
 Phone: (512)352-5993
 www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

PERSONAL DATA

FOR OFFICE USE ONLY	
Received _____ Ltr	sent _____
Refs chkd _____ Bkgd	ck _____
Interview _____	Hired _____

 (LAST NAME) (FIRST NAME) (INITIAL)

 (STREET ADDRESS, RFD, P.O. BOX)

 (CITY) (STATE) (ZIP CODE)

Phone Numbers: (____) _____ Social Security Number _____

Email Address: _____ Position(s) Applied for _____

Date you would be available to start work? _____

Check type of work you are seeking: Regular Temporary Part time Full time

Have you ever filed an application with the City of Taylor before? Yes No If yes, when? _____

Have you ever been employed here before? Yes No If yes, when? _____

Are you related to any person employed by the City of Taylor? Yes No

If yes, list name and relationship: _____

Minimum Salary Requesting \$ _____ per _____

Name of School Attended	City/State	Certificate/Diploma or Degree Received

SKILLS: List any additional special skills you may have (computer software, special equipment, languages, etc.)

EMPLOYMENT EXPERIENCE: List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer? Yes No

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
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Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

ADDITIONAL INFORMATION: By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States? Yes No

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication? Yes No If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition (Convicted, Deferred Adjudication)
		Felony	Misdemeanor	Other Crime	

Do you have a current Texas Driver's License? Yes No License # _____
 Type of license: Class C CDL Other _____

If you are 18 years old or younger please give your date of birth _____

REFERENCES: List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

AUTHORIZATION FOR RELEASE OF INFORMATION: I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an "at-will" employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant: _____

Date: _____



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EEOC STATISTICAL DATA FORM

Dear Applicant:

Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

***PLEASE NOTE:** The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.*

INSTRUCTIONS: Please check the box corresponding to the correct response(s) in each of the categories below.

SEX

- Male
- Female

AGE (in years)

- Under 40
- 40 and above

RACIAL/ETHNIC GROUP

- Caucasian (Not of Hispanic Origin)
- Black (Not of Hispanic Origin)
- Hispanic Origin
- Asian or Pacific Islander
- American Indian or Alaskan Native

HOW DID YOU FIND OUT ABOUT THE JOB?

- Posted Job Announcement in: _____
- Texas Employment Commission
- Current Employee
- Friend
- Newspaper(Name)_____
- Just walked in
- Other (specify) _____

DISABILITY

Do you have a disability? Yes No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)



CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574

Phone: (512)352-5993

www.taylortx.gov

Authorization for Release of Information

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Applicant's name (Print or Type)

Date

Applicant's signature

Social Security Number

Address

Phone



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NEPOTISM CERTIFICATION

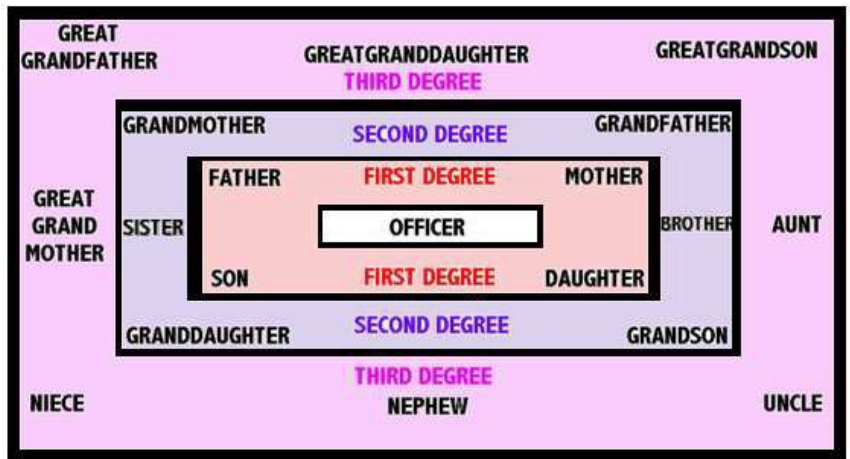
Applicant's Name _____

Position(s) Applying For: _____

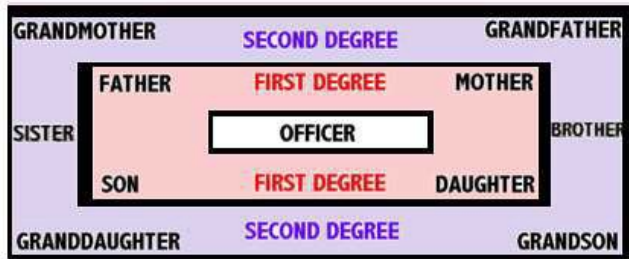
No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way? Yes No If yes, please explain

Nepotism Charts



CONSAUINITY KINSHIP CHART



AFFINITY KINSHIP CHART

* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature _____

Date _____

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

Signature of Applicant or Employee

Date

CITY OF TAYLOR

Agency Name (Please print)

CHRIS SILVA-GONZALES

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please:	
Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Empl ___ Vol/Contractor _____	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	

FOR CITY OF TAYLOR USE ONLY: Only if required by City, candidate must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at www.txdps.state.tx.us/Crime Records/Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

(This form must remain on file by your agency. Required for future DPS Audits)