

**CLARK COUNTY**

Department of Human Resources
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**INVITES APPLICATIONS FOR THE POSITION OF:
WRD WW PLANT OPERATIONS SUPERVISOR**

Department Name: Water Reclamation District
Exam Number: 11706

SALARY

\$58,760.00 - \$91,104.00 Annually

OPENING DATE: 05/17/16

CLOSING DATE: Continuous

ABOUT THE POSITION:

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by the Office of Human Resources.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

DD-214's May be faxed to 702-668-9050

MINIMUM REQUIREMENTS

Education and Experience: Graduation from high school or equivalent and six (6) years of full-time experience in the operation and maintenance of a wastewater treatment facility, two (2) years of which was in a supervisory or lead capacity. Education in a field related to the work may be substituted for up to two (2) years of experience. An Associate's Degree in a related field is desirable.

Working Conditions: Work day, evening, night, weekend, holiday shifts and standby. Work extended shifts or be called back in emergency situations. Work with potential exposure to hazardous chemicals and substances found in the wastewater treatment process. Work out of doors in all weather conditions.

Licensing and Certification: Must possess a valid Nevada Class C driver's license at time of appointment. Must possess a valid Nevada Water Environment Association (NWEA) Wastewater Treatment Plant Operator Grade IV Certificate, or candidate must possess a valid Plant Operator Grade IV Certificate, or equivalent, within another state. If a non-NWEA certification is held the candidate, within one year of hire, must obtain, either through reciprocity or test, a NWEA Plant Operator Grade IV Certificate.

Some positions may require confined space entry certification.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Medical Examination: Employment is contingent upon the results of a physical examination performed by our examining physician.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

Plans, organizes, assigns, supervises, reviews and evaluates the work of plant operations staff on multiple shifts; recommends selection of staff; trains staff and provides for their professional development; administers discipline as required; assists in planning goals, objectives, procedures and work standards for the division; provides input and manages the budget in their assigned area; contributes to the overall quality of the division's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures; coordinates construction activities with contractors and operations, reviews and makes recommendations for changes to designs; supervises and coordinates the operation of an advanced wastewater treatment facility's, headworks, primary treatment, secondary treatment including biological nutrient removal of phosphorus and nitrogen, tertiary filters, solids handling and effluent disinfection to continuously meet all state and federal discharge permit requirements; balances flow and load of wastewater through various primary, secondary and tertiary treatment processes ensuring maximum efficiency of plant equipment; prepares a variety of reports, correspondence and other written materials; monitors technological developments/advancements in the wastewater treatment field, evaluates their effect upon District operations and processes, and recommends improved work procedures and equipment acquisition; coordinates sludge hauling with contracted hauler to keep solids handling in continuous operation; performs and supervises preventive maintenance activities on plant equipment and facilities; coordinates major maintenance, repair and retrofitting projects to ensure continuous operation; supervises the receipt, maintenance, unloading and storage of hazardous chemicals used in the wastewater treatment processes; may need to inspect plant equipment, report and record any failures or operating difficulties; initiates work orders and requests repairs by writing work orders in the computerized maintenance management system; ensures work orders are accurate and complete; stops, starts and isolates equipment for maintenance repairs and for normal operation; may need to take samples of wastewater, scum, grit, sludge and other materials and properly fill out chain of custody information for samples being delivered to the main laboratory; oversees the operation of the process lab to determine daily efficiency of treatment processes and online instrumentation; interprets main lab and process data and makes process changes as necessary; helps maintain process spreadsheets for evaluation of the treatment efficiencies, for chemical usage and tracking for budget purposes; reviews local, state and federal regulations to ensure that required standards are being adhered to; ensures that all safety policies and procedures are followed by staff; provides access and training on material safety data sheets (MSDS) to determine safety concerns when working with any chemicals used on site; may operate heavy equipment on plant grounds such as, but not limited to, front-end loader, forklifts, street sweepers, tractor-trailers, dump trucks and various other types of vehicles as needed; performs and reviews record keeping functions such as logging information on plant operations, test results from process lab, maintenance work performed and unusual operating conditions in a logbook; prepares written reports and correspondence as required; may clean equipment by using high-pressure water sprays and associated cleaners; uses common hand and power tools in the course of the work; may coordinate and perform basic facility and grounds maintenance in the area of the treatment plant; ability to read and utilize plant design drawings and equipment specifications for process evaluation and troubleshooting; may be required to assist in confined space entries, or may be

part of a confined space entry team; uses standard office equipment, including a computer, in the course of the work; and drives District vehicles to worksites, transports materials and assists other staff as required; performs additional duties as necessary.

PHYSICAL DEMANDS

Mobility to work in a typical plant, office or laboratory setting; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed material, computer screen and determine fine color differences; and hearing and speech to communicate in person or over a radio or telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

An Equal Opportunity Employer

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WRD WW PLANT OPERATIONS SUPERVISOR Supplemental Questionnaire

- * 1. **The supplemental assessment you are about to complete is considered a pre-employment examination and will be scored by subject matter experts (SME) selected by the hiring department. Those scoring this assessment will only see your supplemental assessment answers and will not have access to your application, resume or other recruitment materials. Please provide enough detail in your answers to give the SME an accurate representation of your job-related experience. In most instances, the supplemental assessment scores will be used to determine the order that applicants are invited to interviews.**

I understand the supplemental assessment is a pre-employment examination and will often be used to determine the order that candidates are selected for interviews.

- * 2. Do you possess a valid State of Nevada Wastewater Plant Operator's Grade IV certificate? (Reciprocity for equivalent certifications from other states may be considered).

Yes

No

- * 3. This position may fill a vacancy on swing shift. Please indicate if you are willing to work swing shift.

Yes

No

- * 4. Describe in detail your professional experience prioritizing, scheduling and reviewing the work of other employees or subordinates in your work unit. Include in your answer how often you performed these duties and for how many employees. (Maximum 20 Points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience.

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

Supplemental Question Answer:

- * 5. Describe in detail your professional experience in the treatment of wastewater. Include in your response the different process areas you have worked in and specifically what your duties were in those areas. (Maximum 10 Points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience.

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

Supplemental Question Answer:

- * 6. Describe in detail your professional experience working with contractors, consultants, engineers, and other staff in the completion of construction projects. Include in your answer how you coordinated timelines, schedules, plant shut-downs, communication, etc. (Maximum 10 Points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience.

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

Supplemental Question Answer:

- * 7. Describe in detail your professional experience providing training and employee development to subordinate employees in specific wastewater treatment plant process areas. Include in your response the number of employees you have trained, in what areas, and how you assessed their learning. (Maximum 10 points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience.

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

Supplemental Question Answer:

- * Required Question