



Virgin Islands Waste Management Authority
Job Vacancy Announcement
Wastewater Supervisor

St. John

SALARY: \$51,352.97

CLASSIFICATION: Classified

DEADLINE: Open Until Filled

Wastewater Supervisor - The Wastewater Supervisor St. John plans, organizes, directs, oversees daily operations, and personally performs full-range skilled level work in support of District activities related to the operation and maintenance of equipment, facilities and related appurtenances found in water production, treatment and distribution systems and wastewater treatment plants, pump stations and related facilities; ensures compliance with all federal, and local regulatory and permit requirements. *When working in the field there is exposure to dirty, noisy, and dusty conditions and disagreeable odors and unpleasant weather.*

DUTIES AND RESPONSIBILITIES:

- Plans, prioritizes, assigns, supervises, and reviews operations activities and the work of crews operating, maintaining, and repairing such systems, facilities and equipment as water and wastewater treatment plants and related facilities and pump stations.
- Leads, directs, and oversees operations and maintenance activities to include establishing a preventative maintenance program and a maintenance tracking system.
- Oversees the performance of wastewater contractors, and enforces Authority contracts, as directed by supervisors.
- Researches and recommends equipment purchases; and orders materials and supplies required for maintenance and repair activities.
- Responsible for ensuring that all downtime, or other operating problems, are reported accurately and in a timely manner.

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- Trains staff in work procedures; evaluates work performance of assigned staff; and recommends disciplinary action as required.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Addresses any deficiency identified in government inspections, internal audits and/or compliance studies and ensures that the corrective actions resolve the deficiency.
- Analyze process trends using the SCADA or Telemetry system and determine needed operational changes.
- Participates in the permit renewal process and annual territory mandated laboratory and treatment plant audits.
- Ensures that the facilities operate in accordance with licensing guidelines to ensure regulatory compliance.
- Directs or personally participates in the inspection, cleaning, and repair of water and wastewater treatment facilities, including mechanical and electrical equipment.
- Ensures that assigned vehicles are properly maintained and ensures that an adequate number of vehicles are available to meet Authority wastewater requirements.
- Manages subordinate staff and establishes measurable operating objectives, goals, and service levels for all subordinate functions.
- Participates in the investigation of all accidents and environmental spills, releases, or violations. Assists in developing appropriate corrective actions.
- Prepares reports, securing confidential data and other administrative duties as assigned.
- Performs all other duties as assigned by supervisor/s.

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EDUCATION/SKILLS AND EXPERIENCE:

Virgin Islands Waste Management Authority is an Equal Opportunity Employer

- High school diploma or GED from an accredited school is required.
- Three (3) years of relevant experience in wastewater treatment plant operations required.
- Certification as a Grade II (or higher) Wastewater Treatment Plant Operator required.
- Valid Virgin Islands Driver Licensure is required.

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