



**Town of Colonial Beach  
Wastewater Treatment Plant Supervisor**

<b>Pay Band</b>	<b>Job Status</b>	<b>Location</b>	<b>Department</b>	<b>Division</b>
4	Exempt	Colonial Beach, VA	Public Works	Wastewater Treatment Plant

The Town of Colonial Beach (the Town) is seeking a skilled leader at our Wastewater Treatment Plant to oversee operations, maintenance, and supervision of a high-performing work team. The successful candidate must possess a Class I Wastewater Operators License. The anticipated start date is July 1. The [full job description](#) is available on the [Town's website](#).

**Essential Duties**

- Oversee, supervise, and participate in the operation and maintenance of the wastewater treatment plant
- Prepare and maintain appropriate records and files
- Plan, schedule, supervise, and participate in the work of plant operators and mechanics
- Administer the industrial pretreatment program
- Write industrial user permits
- Review data, reports, and plans sampling schedule
- Plans and schedules repairs on treatment equipment
- Collect and perform analytical analysis on wastewater treatment samples
- Make repairs or calibrate analytical and plant monitoring equipment
- Make repairs or calibrate electronic flow measuring devices
- Troubleshoot and make repairs on plant SCADA system
- Prepare division budget and monitors expenditures
- Ensure proper safety practices are followed
- Provide employee safety training on VOSH requirements
- Perform work performance evaluations of all plant employees
- Enforce Town disciplinary actions on plant employees if warranted
- Oversees and participates in the preparation of regulatory agency required reports to include monthly and annual reports and permit review and renewals; ensures that plant operations stay in compliance with regulatory agency regulations including passing required treatment plant inspections

**Additional Duties**

- Order and purchase supplies and material
- Train employees on laboratory procedures and plant operations
- Perform related tasks as required
- Issue notice of violations for permitted industrial users and implement surcharge billing
- Make electrical and mechanical repairs on equipment

**Qualifications & Requirements**

- Education: High School Diploma or GED

- Experience: Five (5) years of supervisory experience in wastewater plant operations
- Virginia Class I Wastewater Operator License
- Valid driver's license
- Regular, predictable attendance
- Knowledge of standard practices, methods, tools, and materials of the wastewater plant operations
- Knowledge of chemical and mechanical principles pertinent to wastewater treatment plant operations
- Knowledge of laboratory procedures
- Knowledge of public utilities administration
- Knowledge of occupational hazards connected to the job and ability to observe appropriate safety precautions
- Knowledge of personnel management and principles as related to the operation of the plant
- Skilled operation of the machines and equipment in the plant
- Ability to communicate in a clear and concise manner both orally and in writing
- Ability to prioritize, organize, and complete tasks in a timely manner
- Ability to perform manual labor for extended periods of time
- Ability to plan, schedule, and direct the work of subordinate employees
- Ability to detect flaws in the operation of equipment and determine proper remedial measures
- Ability to follow and relay difficult and complex directions
- Ability to establish and maintain effective working relationships

### **Compensation**

- Commensurate with qualifications and experience. The pay band 4 salary range is \$48,246.11-\$86,842.77 (\$23.20 - \$41.75 hourly).
- The Town offers a robust benefits program and pays for 100% of an employee's individual health insurance benefit.

### **Supplemental information**

#### Work Environment

- Wastewater Treatment Plant: the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, atmospheric conditions, and wearing a self-contained breathing apparatus.
- The worker may be exposed to bloodborne pathogens and may be required to wear specialized protective equipment

#### Physical Demands

- This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions

### **How to Apply**

Applications are available in-person at Colonial Beach Town Hall (315 Douglas Ave Colonial Beach, VA 22443) on the Human Resources page of the Colonial Beach town website ([www.colonialbeachva.net](http://www.colonialbeachva.net)). Completed applications, resumes, and other applicable materials can be submitted in-person at Colonial Beach Town Hall or emailed to [humanresources@colonialbeachva.net](mailto:humanresources@colonialbeachva.net).