



*P.O. Box 36
Moscow Mills, MO 63362
Telephone 636-356-4220
Fax 636-356-4010
moscowmillsmo.com*

JOB OPENING: Supervisor of Water & Sewer Department

PAY GRADE: Grade Six

DEPARTMENT: Water & Sewer

STATUS: Exempt

REPORTS TO: Mayor

PURPOSE OF POSITION:

The purpose of this position is to plan, direct, manage and oversee all activities to operate the City Water & Sewer plants.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assumes full management responsibilities for the Water & Sewer Plants.
2. Directs the development and implementation of Public Works Department goals, objectives, policies and priorities for both assigned service areas.
3. Monitor and adjust the operations of the Water & Sewer Plants to accommodate the varying condition at those plants.
4. Check City Plants Daily for needed repairs, coordinate preventative maintenance, trouble-shoot and repair the plant systems as needed, submit ideas for improvements/repairs to the Mayor for consideration.
5. Participate in budget processed for the department.
6. Perform other duties as assigned by the Mayor.
7. Work with outside contractors on projects.
8. Complete departmental projects, create work schedules, prioritize projects, train staff in Water & Sewer systems, participate in daily work as needed.
9. Attend the monthly Board of Aldermen meetings.

Supervisory:

1. Participate in hiring, evaluation and termination of department employees
2. Ensure safe work practices when performing work for the City.
3. Supervise departmental crews to accomplish the job.
4. Instruct newer employees on equipment & methods.
5. Develop and Communicate daily job assignments.
6. Handle employee & departmental problems.

QUALIFICATIONS:

Education - High School diploma or equivalent, further college or vocational training helpful.

Experience – Five years of experience is required, ten years preferred. Experienced in water & sewer plant treatment.

Licenses & Certifications –

Valid Missouri driver's license

Missouri Department of Natural Resources Operator Certification for the following:

Distribution Systems: DS-2

Waste Water: Class A

Water Treatment: Class B

*Note: DNR license requirements may be re-evaluated if you are close to achieving the above requirements.

WORKING CONDITIONS:

Possible hazard exposure.

Working in extreme weather conditions.

“On Call” status.

Possible cross-over duties with other departments

Available for Emergencies

COMPENSATION:

Position is Salaried and pay will be commensurate with experience. Pay range \$48k-\$60k per year.

Health Insurance is compensated at approximately 75% for employee's and 50% for dependents.

Retirement: LAGERS

12 paid Holidays

Accrued Safety Days

Paid Vacation

Please visit our City Website and fill out a job application or contact City Hall 636-356-4220 Ext. 2 if you have any questions. Please send it back to Linda Haynes at the following address:

City of Moscow Mills, Mo.

P.O. Box 36

Moscow Mills, Mo. 63362

Or Email to: Cityclerk@moscowmillsmo.com