

# **The Utilities Board of the City of Rainbow City**

1540 Sutton Bridge Road \* Rainbow City, Alabama 35906 \* (256) 442-2553

## **Notice of Available Position August 20, 2019 Water/ Waste Water Superintendent**

### **Qualifications**

- **Graduation from a Senior High School.**
- **Possess and maintain a Grade III Waste Water Certificate issued by ADEM.**
- **Possess and maintain a Grade II Water Certificate issued by ADEM.**
- **Any combination of experience, and training equivalent to experience, in public contact work which has provided familiarity with water utility operations.**
- **Posses a valid CDL license as issued by the Alabama Department of Public Safety.**
- **Enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relation skills; professionalism.**

### **Required Knowledge, Skills, and Abilities**

- **Knowledge of the functioning of water/wastewater system and related parts.**
- **Knowledge in use of computer and electrical control devices of equipment.**
- **Ability to perform detailed work with written or numerical data and to make mathematical calculations rapidly and accurately.**
- **Ability to establish and maintain effective working relationship with other employees and the general public.**
- **Ability to maintain confidentiality and to adhere to prescribed Board Policies.**
- **Health and physical condition to permit outdoor work.**

### **Duties**

- **Maintains the water and sewer system so that both (water and sewer) are and continue to be in compliance with the State of Alabama and Federal regulations.**
- **Attends regular scheduled Board meetings and special called meetings as required by the Board.**
- **Responsible for the security of water and sewer system.**

- **Responsible for the inspection of new water and sewer additions (unless Engineer is directed to do so).**
- **Responsible for the over-all maintenance of water and sewer such as broken lines, clogged lines, water meter upkeep, all chemical applications to the water and sewer system, etc.**
- **Purchases materials needed to maintain the water and sewer system (approved by the Board)**
- **Maintains inventory records available for Board inspection.**
- **Provides departmental information and assists in preparing an annual budget.**
- **Supervises the maintenance employees and meter readers.**
- **Holds weekly safety meeting and maintains record for all employees.**
- **Provides annual growth opportunities for all employees.**
- **Conducts annual review of all employees.**
- **This job description is intended to present a descriptive list of the range of duties performed by this employee. Specifications are not intended to reflect all duties performed within the job.**

### **Physical Requirements**

**Ability to pass a drug screen, and physical; physical condition to work out doors**

### **Salary**

**Negotiable, depending on knowledge and experience.  
Excellent benefits**

### **Application Deadline**

**Until the position is filled**

### **Application Procedure**

**Complete The Utilities Board of Rainbow City application or letter of Application with resume and three (3) current letters of reference.**

### **Send to:**

**Office Manager  
The Utilities Board of Rainbow City  
P. O. Box 680  
Gadsden, AL 35902  
Phone – (256)442-2553**

**The Utilities Board of the City of Rainbow City is an Equal Opportunity Employer.**





