

Date Posted: August 23, 2016

City of St. Charles
Employment Opportunity
Assistant Division Manager - Wastewater
Environmental Services – Public Works Department
Full-Time

This key position is responsible for leading and coordinating the work activities required to operate, maintain, construct and replace components of the wastewater treatment facilities and lift stations and ensure the successful completion of work assignments through the instruction and direction of division employees. This position may be asked to become Acting Division Manager when the need arises.

Requirements

The position requires the ability to take initiative, and exercise professional, independent judgment to plan work, formulate recommendations, and make sound decisions. Effective interpersonal and written communication skills are critical to build rapport with co-workers, contractors, management, outside agencies, and the public. Computer skills utilizing e-mail, word processing, spreadsheets, and other business software programs is strongly preferred.

This position requires a high school diploma or equivalent and minimum 7 years of wastewater treatment plant operation and repair experience and 2 years of supervisory experience. Must be skilled in the operation, maintenance and repair of all pertinent machinery; equipment and tools; applicable safety procedures and precautions; and EPA regulations and permits for wastewater systems. Must possess a Class 4 Operator Certification issued by the Illinois EPA, or receipt of one within 18 months of commencing employment. Basic understanding of phosphorus removal treatment is a plus.

Applicants must be able to work under varying environmental conditions, including working in confined spaces and lifting up to 50 pounds. In addition, applicants must be willing to carry a communication device 24 hours a day, 7 days a week for after-hours emergency communication and possess a valid CDL with appropriate endorsements or acquire one within 6 months of hire.

This position has residency requirements which must be met within 1 year. (See attached) If selected, successful completion of a background check, physical, functional capacity evaluation, and drug screen are required.

Salary

Starting pay for this position is \$30.11 per the Teamster's Collective Bargaining Agreement.

Application Instructions

Apply on line at www.stcharlesil.gov/jobs by September 18, 2016. Complete the employment application, including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4446.

The City of St. Charles is an Equal Opportunity Employer.

Residency Boundaries:

Commencing at the center of the intersection of Route 20 and IL Route 59 proceed westerly along Route 20 to Plank Road (Kane County Route 22 and 38), continuing west along Plank Road to County Line Road, continuing south along County Line Road to the Union Pacific Railroad tracks, continuing northwesterly along the Union Pacific Railroad tracks to the northerly extension of South Kincaid Street (on the west side of Maple Park), continuing southerly along South Kincaid Street extended southerly to IL Route 38, continuing southeasterly along IL Route 38 to County Line Road, continuing southerly along County Line Road to Perry Road (Kane County Route 4), continuing easterly along Perry Road to Harter Road, continuing southeasterly along Harter Road to Lorang/Dugan Roads, continuing south along Lorang/Dugan Roads to Route 30, continuing east on Route 30 to IL Route 56, continuing easterly along IL Route 56 to Galena Boulevard, continuing easterly on Galena Boulevard to Orchard Road, continuing northerly along Orchard Road to Indian Trail Road, continuing easterly along Indian Trail Road to IL Route 31, continuing northerly along IL Route 31 to I88, continuing easterly along I88 to IL Route 59, continuing northerly along IL Route 59 to Route 20, also including the City of West Chicago that is westerly of County Farm Road.