

WEIRTON SANITARY BOARD

NOTICE OF VACANCY

Position: **ASSISTANT DIRECTOR SANITARY BOARD**

5000 Freedom Way
Weirton, WV 26062

General Definition of Work:

Responsible for the direct supervision of the Sanitary Board employees under the direction of the Utilities Director.

Typical Activities:

Supervises and directs the following activities in the Sanitary Department:

1. Wastewater Treatment Plant
2. Sewage Collection System
3. Construction
4. Pumping Stations
5. Emergency Response Crews
6. Employee Work Schedules
7. Other Duties as Directed

Knowledge, Skill, and Ability Requirements:

1. Knowledge of chemical, bacteriological analysis, process controls, equipment, administrative, managerial, and accounting procedures.
2. Ability to prepare reports, budget estimates, and other duties related to the evaluation of the systems operation and maintenance functions.
3. Considerable ability to interpret technical data and coordinate activities within supervisory span of control.
4. Computer literacy required, knowledge of Geographical Information Systems (GIS)

Education and Experience Needed:

1. College degree in science, business, government, or related field required.
2. Experience in subordinate jobs.
3. WV Certified Class IV operator helpful but not required.

Other Requirements:

1. Have and maintain a valid driver's license.
2. Must maintain residency 30 minutes from plant.
3. This is a Salary Exempt position. Must be available at all times for emergency call out situations.

Salary range \$67,000.00 - \$76,000.00 based on qualifications and experience.