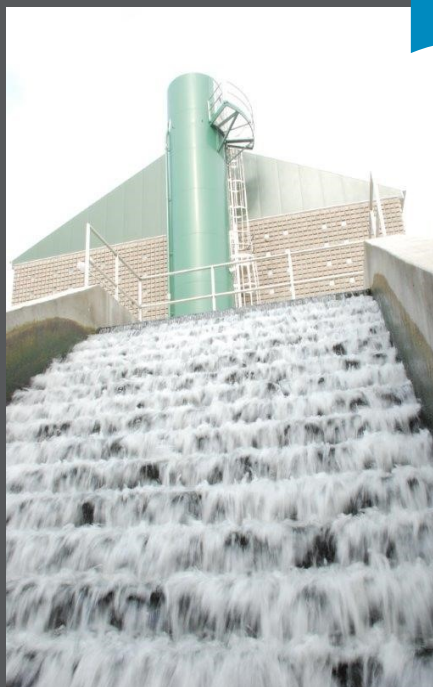


WOODSTOCK PUBLIC WORKS

Now Hiring!

WASTEWATER PLANT OPERATOR TRAINEE

Excellent Benefits!





Our Community

The Town of Woodstock, the county seat of the scenic Shenandoah County, has a population of 5,258 and boasts a historic, charming, safe, and bustling community. It is the county center for retail, professional services, healthcare, and dining. Woodstock is the fourth oldest town in Virginia, and encompasses the historic “Main Street” feel that many localities attempt to build. Citizens and visitors are able to stroll in and out of locally-owned galleries, museums, restaurants, and shops, as well as take advantage of modern commercial conveniences.

Woodstock has a mixture of young families and retirees due to its close proximity to Washington D.C. and other Northern Virginia communities. Many individuals still commute to Northern Virginia for employment, but Woodstock has experienced an interest in young professionals locating here, noting the small-town environment, recreational amenities in and around Woodstock, and quality and diverse housing stock. Woodstock’s quality of life components surpass those of any town its size, to include festivals, concert events, children’s activities, and great park system. The Shenandoah River flanks Woodstock, as do many vineyards, and the Seven Bends State Park. Area activities and attractions include wineries and breweries, a talented artisan trail, caverns, walking trails and scenic byways, canoeing, swimming, fishing, skiing, snowboarding, “pick your own” farms, farmer’s markets, plant and tree retail centers and nurseries, historic battlefields, corn maze, geocaching, hot air balloon rides, and much more!

Our Government

The Town of Woodstock was founded in 1752 and operates under a Council/Manager form of government. The six member Town Council are elected at-large for staggered terms of four years and the Mayor is elected at-large. The Town Council acts as the Town’s legislative and policy-making body and hires a Town Manager, who is responsible for implementing the policies and programs adopted by the Town Council. The Town has 59 full-time employees as well as part-time and seasonal employees. The employees of the Town provide high service police protection, planning and zoning, marketing and events, public works (streets, water and sewer distribution, water treatment, wastewater treatment, park maintenance), urban tree canopy development, finance, human resources, and administration. We foster a collaborative approach to opportunities and challenges and work well with members of our leadership team.

Our organization has been the recipient of many outstanding achievement awards, notably from the Government Finance Officers’ Association, Virginia Department of Health, Virginia Downtown Development Association, the Arbor Day Foundation, Department of Forestry, Virginia Rural Water Association, and Valley Conservation Council. Our Police Department is one of the smallest, fully accredited agencies in Virginia through VLEPSC. Our Public Works Department recently received accreditation by the American Public Works Association and is the smallest accredited agency in Virginia.

The Town has an overall operating budget of approximately \$13m, which includes the General Fund and Public Utilities (Enterprise) Fund. With our Fiscal Year 2022 budget cycle, the town is undertaking a comprehensive \$16.2m update to our Capital Improvement Plan to guide future infrastructure investments. In addition, the Town Council adopted a five-year Strategic Plan, with individual department objectives.



Our Plan for Woodstock

Woodstock's mission is to "encourage and facilitate economic growth, to provide a safe environment for a diverse community, and to provide high quality and efficient services to the public, while emphasizing the Town's unique character, planning for the future, and leading by example through the implementation of best practices." During that time, our organization has been able to conduct capital and strategic planning, and is interested in continuing to update those plans periodically. In addition to capital and strategic planning, the Town would like to update its Comprehensive Plan and would like to embark on a comprehensive Economic Development Plan. The Town has continued to make investments in infrastructure, and has paid much attention to quality of life components. We want to continue to make those improvements, eyeing projects that increase walkability, emphasize green infrastructure, and includes quality building materials and landscaping in our public spaces. **Our future facility upgrades include the planning and construction of a new municipal office and Police Department building, implementation of connected multi-modal network infrastructure as outlined in the town's first Bike and Pedestrian Master Plan, and downtown streetscape improvements.**

We have continued to make investments in our talented staff, being within or above the industry standard for employee total compensation. We are able to attract individuals who have specialized certifications and qualifications, and rival other localities in the region. We hope to continue human resource development by planning for staffing needs in the same way that we plan for capital needs, as well as create a succession plan for positions that will be vacated due to

Our Ideal Candidate

The Town has made a significant investment in its state-of-the-art wastewater treatment facility; constructed in 2010 for approximately \$ 31 million, the facility uses a microfiltration membrane bioreactor technology to treat and produce high-quality effluent. We take great pride in the nutrient removal efficiency of our facility that not only ensures we comply with Virginia Department of Environmental Quality (DEQ) standards but also provides for the removal of a higher level of nutrients than required by DEQ. The facility currently operates at approximately one million gallons per day but has a capacity of two million gallons per day.

The ideal candidate should have general knowledge of wastewater plants, including the operating characteristics and maintenance requirements of a wastewater plant. The successful candidate should have some knowledge of hydraulic, chemical, and mechanical principles pertinent to wastewater plant operations. The ideal candidate should have the ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures. Our ideal candidate will have a *genuine* interest in making the Town a better place to live, work, stay, shop, and play!

****Candidates with a wastewater operator license are also encouraged to apply.***



Wastewater Plant Operator Trainee—The Position

The Wastewater Plant Operator Trainee performs intermediate semiskilled work assisting in the processing and testing of wastewater, maintaining plant machinery, and related work as apparent or assigned. Work is performed under the moderate supervision of the Wastewater Plant, Assistant Chief Operator.

Required Essential Functions:

- Observes plan for proper operation; operates, monitors, and maintains pumps, motors, valves and related treatment process equipment.
- Calibrates plant lab equipment; collects samples and analyzes for process and quality control.
- Assists in sludge dewatering processing, solids removal and disposal.
- Maintains, calibrates, and adjusts chemical addition equipment.
- Assists in the maintenance and repair of plant equipment.
- Performs housekeeping duties in plant; assists in maintaining building; performs general grounds keeping tasks.

Required Knowledge, Skills, and Abilities:

General knowledge of the operating characteristics and maintenance requirements of a wastewater plant; some knowledge of hydraulic, chemical and mechanical principles pertinent to wastewater plant operations; some knowledge of occupational hazards of the work and of necessary safety precautions; ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures; ability to understand and follow oral and written instructions; some skill in the use and care of hand tools; ability to establish and maintain effective working relationships with associates and the general public.

Education & Experience:

High school diploma or GED, or equivalent combination of education and experience.



Wastewater Plant Operator Trainee—The Position (Continued)

Physical Requirements:

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, speaking or hearing, using hands to finger, handle or feel, pushing or pulling and lifting, frequently requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms and occasionally requires sitting, climbing or balancing, tasting or smelling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to outdoor weather conditions, frequently requires exposure to the risk of electrical shock, working with explosives and exposure to vibration and occasionally requires working in high, precarious places, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements:

Wastewater Operator Class II license required within three years of hire.

Valid Class “B” Commercial Driver’s License (CDL) in the Commonwealth of Virginia, or the ability to obtain within 6 months of hire.

Position may require periods of “on call” duty during emergency operations.



Our Compensation Package

The Town of Woodstock offers an excellent benefit package, including full coverage of employee health insurance, and partial coverage for a dependent or family. In addition, the Town participates in the 457 deferred compensation plan, Virginia Retirement System (a defined benefit program), term life insurance, educational assistance, AFLAC, and competitive leave (vacation, sick, maternity/paternity, funeral, etc.). Employees with certification requirements can continue to maintain professional standards through continued training and education, and employees can receive additional compensation when degrees, licenses, certifications, or other special skills are obtained during employment with the Town.

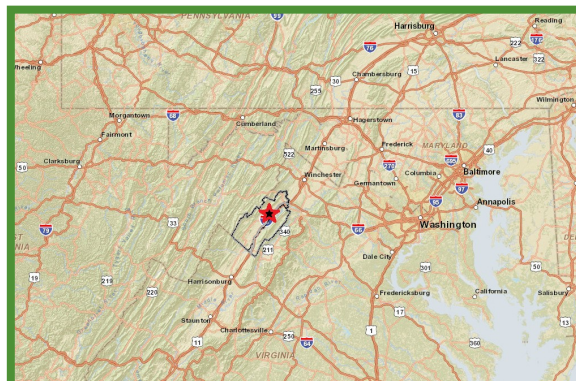
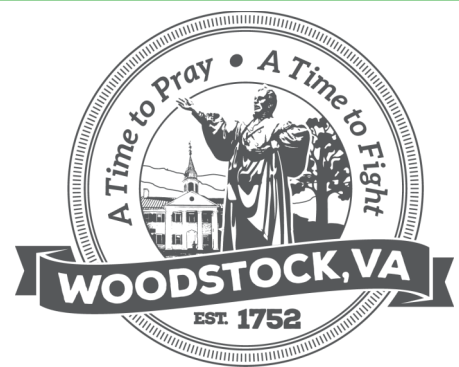
The pay range for the Wastewater Plant Operator Trainee position is \$14.67/hour—\$22.73/hour, annualized to \$30,507—\$47,286 and is commensurate with experience and/or qualifications. Candidates with wastewater licensure are also encouraged to apply. The pay range for licensed wastewater operators is \$15.40/hour—\$27.63/hour, annualized to \$32,032—\$57,476. and is commensurate with experience and/or qualifications. Positions are classified as FLSA non-exempt positions.

How to Apply

Qualified applicants should forward the Town of Woodstock application to:

James E. Didawick
 Superintendent of Public Works
 135 North Main Street
 Woodstock, VA 22664
james.didawick@townofwoodstockva.gov
www.townofwoodstockva.gov/jobs
 540.459.3045

This position is open until filled with the **first review of completed applications beginning April 15, 2022.**





EMPLOYEE BENEFITS

WORK/LIFE INTEGRATION

- Paid Time Off (Vacation & Sick)
- Paid Holidays
- Paid Maternity/Paternity/Adoption Leave (4 weeks)
- Paid Bereavement Leave
- Educational Assistance (up to \$3,000/year)
- Professional Development & Training Opportunities
- Professional Membership & CPE support
- Employee Assistance Program (child & elder care referral resources, parenting guidance, career development, pet care resources, online seminars, etc.)



HEALTH & WELLNESS

- Medical, Dental, Vision, & Prescription Insurance (full coverage employee, partial coverage family/dependents)
- Telemedicine Option
- 24/7 Nurse Line Access
- Optional AFLAC Coverage
- Free Gym Facility Access & Pool Admission
- Employee Assistance Program (short term counseling)
- Anthem Partner Perks & Discounts
- Anthem Program Access (Future Moms, ConditionCare, MyHealth Advantage, Healthy Smile Healthy You, etc.)

FINANCIAL WELLNESS

- Virginia Retirement System (a defined benefit program)
- Mission Square 457 Deferred Compensation Plan (Town match up to \$35/month)
- Paid Term Life Insurance
- Optional Life Insurance
- Short & Long Term Disability Benefit (Hybrid employees)
- Employee Assistance Program (financial consultation/counseling; online financial resources; legal services; free forms including wills, advance directives, etc.)



Medical, Dental, Vision, & Prescription Insurance Premium Information

HEALTH PLAN OPTION	DENTAL OPTION	PLAN	TOWN CONTRIBUTION*	EMPLOYEE COST*
Key Advantage Expanded	Comprehensive	Single	\$698	\$0
Key Advantage Expanded	Comprehensive	1 Dependent	\$994	\$297
Key Advantage Expanded	Comprehensive	Family	\$1,292	\$593
Key Advantage Expanded	Preventative	Single	\$681	\$0
Key Advantage Expanded	Preventative	1 Dependent	\$971	\$289
Key Advantage Expanded	Preventative	Family	\$1,260	\$579
Key Advantage 250	Comprehensive	Single	\$636	\$0
Key Advantage 250	Comprehensive	1 Dependent	\$907	\$270
Key Advantage 250	Comprehensive	Family	\$1,176	\$541
Key Advantage 250	Preventative	Single	\$619	\$0
Key Advantage 250	Preventative	1 Dependent	\$882	\$263
Key Advantage 250	Preventative	Family	\$1,145	\$526

*Rates EFF: July 2021; costs per month

Leave Accrual Rates:

LENGTH OF SERVICE	ANNUAL LEAVE ACCRUAL
0 - 24 months	8 hours per month
25 - 60 months	10 hours per month
61 - 120 months	12 hours per month
121 - 180 months	14 hours per month
181 - 240 months	16 hours per month
Over 240 months	18 hours per month

ALL full time employees accrue
8 hours of sick leave per month

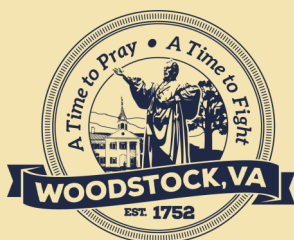
DEPARTMENT SPECIFIC BENEFITS

Police Department:

- Participation in the Line of Duty Death and Health Benefits Trust Fund (LODA Fund)
- Enhanced VRS coverage including the Hazardous Duty Supplement
- Town provided uniform
- Uniform cleaning stipend

Public Works:

- Town provided uniform
- Paid uniform cleaning



"Through workforce planning, benchmarking, and policy development, we will become the most desired municipality in which to be employed by being a competitive leader in relation to benefits, compensation, professional development, work/life flexibility, and creativity and innovation, and by training, retaining, and employing the most capable and quality individuals."

~ TOWN OF WOODSTOCK STRATEGIC PLAN

GOAL #2: A COMPETITIVE & INNOVATIVE EMPLOYER