



## **Wastewater Collection Superintendent**

\$73,819 / year or higher DOQ + [Full-Time County Benefits](#).

The James City Service Authority seeks an individual to perform advanced work overseeing JCSA's Wastewater Collection Section; installation, repair and maintenance of underground infrastructure; ensuring regulatory compliance; and program development and administration.

### **Responsibilities:**

- Provides effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work, and related activities.
- Establishes and implements goals, objectives and priorities for the Wastewater Collection Section; develops procedures, budget needs and strategies to meet the Utility Operations Division's goals and objectives.
- Develops and maintains preventive maintenance programs, periodic preventive maintenance schedules and operating procedures; manages, develops and coordinates an automated record keeping system to record and track preventive maintenance, unscheduled maintenance and required infrastructure repairs; assures sanitary sewer infrastructure is constructed, repaired and operated in accordance with Federal and State regulations.
- Reviews plans and specifications; develops recommendations for modifications to existing and proposed infrastructure.
- Ensures all equipment, materials and work conditions are adequately maintained to prevent accidents; serves as safety and technical instructor for the JCSA.
- Responds to citizens' questions, complaints or concerns relating to wastewater construction and repair issues; acts as subject matter expert for all related topics.
- Performs other duties as assigned.

### **Requirements:**

- Any combination of education and experience equivalent to an Associate's degree in civil engineering, or a related field with extensive experience in the wastewater collection field including construction, operation, repair and maintenance, with direct supervision and management experience.
- Must possess, or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of related Occupational Safety and Health Administration (OSHA) and Virginia Occupational Safety and Health (VOSH) laws, practices, and procedures that are relating to potable water, sanitary sewer collection, and private septic systems; the skills, techniques and standards for construction, repair and maintenance of underground infrastructure.
- Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff; maintenance and repair for utility facilities and systems; principles and processes for providing customer service including setting and meeting quality standards for services and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to communicate effectively orally and in writing; prepare and interpret materials and equipment specifications.
- Must have the ability and tolerance to function in an environment that requires the use of respiratory protection devices.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a fully completed application is required in order for your application to be considered.

**Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>.**