



Town of Clayton Plant Operations Supervisor

SALARY	\$32.44 - \$40.52 Hourly \$67,483.00 - \$84,276.00 Annually	LOCATION	Clayton, NC
JOB TYPE	Full-time	JOB NUMBER	0725-00803
DEPARTMENT	Water Resources	DIVISION	Water Sewer Wastewater Treatment Plant
OPENING DATE	07/03/2025	CLOSING DATE	Continuous
HIRING PAY RANGE UP TO:	\$84,276.00		

Description

* Salary Grade SG310* * Recruitment Range: \$67,483.00 - \$84,276.00 *

** Salary offered will be determined based on directly related experience **

* Work Location is Clayton Water Reclamation Center 1000 Durham Street., Clayton, NC (Johnston County) *

****This is a continuous posting and applications will be processed as they are received.****

The Town of Clayton is seeking applicants for a **Plant Operations Supervisor** for the **Water Resources Department**. The Town of Clayton employs more than 340 full-time staff in areas including police, fire, and electric utilities. The Town of Clayton also offers a range of PT positions including positions in Parks & Rec, Library, and Cultural Arts.

The Town of Clayton is the fastest growing town in Johnston County, which is the fastest growing county in the State of North Carolina. The vision for the Town of Clayton includes a thriving town where growth contributes to the quality of life enjoyed by long-time residents and newcomers alike; easy access but with an atmosphere that feels smaller than it is; a system of parks and greenways that connect people and places; neighborhoods with a variety of quality living options; a town that offers opportunities for people to live, create, shop and eat; a bustling and historic downtown, and businesses that are successful, growing, and investing in the community.

Duties & Responsibilities

An employee in this class assists the Reclamation Superintendent with the planning and oversight of the twenty-four-hour operations of the Town's reclamation facility and treatment of wastewater in an environmentally safe manner. Work is performed in accordance with state and federal laws and regulations. The employee serves as the Backup operator in Responsible Charge (BORC) of the facility in ensuring that the permitted levels are met in the discharge and in disposal of wasted sludge. Work involves planning and assigning work, inspecting the operations of the plant through

observation and coordination with the Lab and Maintenance Supervisors. An employee in this class oversees the scheduling and daily tasks of the plant operators. Work also involves establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision-making, requesting necessary resources in the annual budget, motivating, coaching, and ensuring effective productivity of division personnel. Work involves considerable initiative and judgement.

This position is classified as a Service Critical position for the Town.

- Plans, organizes, schedules and directs the work of employees engaged in plant operations and process control.
- Supervises and conducts administrative tasks (timesheets, performance reviews, hiring, disciplinary actions) for operators and senior operators.
- Ensure Reclamation operators are well equipped and trained to be able to perform day-to-day work and duties in a safe and efficient manner.
- Monitors and analyzes plant performance; makes regular tours of plant, checks plant equipment and processes to maintain plant operations and efficiencies with established guidelines; assists superintendent in establishing guidelines and development of performance standards.
- Collect and organize plant operational and laboratory data for reporting
- Prepares, schedules and perform required safety training for operators
- Develop and implement the daily operational procedures for the facility.
- Makes and recommends Processes control adjustments based on analytical results.
- Serves as the Backup-Operator in Responsible Charge (BORC) for the Water Reclamation Facility.
- Participates with management in planning for current and future capacity needs and plant modifications for increased efficiency or regulatory compliance Prepares Federal, State, and Local reports.
Performs troubleshooting on complex process problems or issues.
- Coordinates with maintenance supervisor on scheduling regular maintenance of equipment.
- Assures that the duties of assigned staff are completed in a timely matter.
- Performs other duties as assigned

Special Requirements, Education & Experience

- Working knowledge of hydraulic, chemical, and mechanical principles pertinent to water reclamation plant operations
- Considerable Knowledge of the operating characteristics and maintenance requirement of water reclamation facilities
- Considerable Knowledge of state, federal, and local laws, regulations, and practices related to water and water reclamation and discharge
- Have extensive knowledge of the Towns' current work order system, creating, submitting, and completing workorders.
- Have working knowledge of Laboratory Process Control. Be able to assist when the Lab Supervisory is absent.
- Must have working knowledge of preventative and predictive maintenance.
- Have working knowledge of Electrical circuits, PLC & SCADA systems.
- Must have considerable knowledge of Water Reclamation Facility Permits, knows Parameter Limits for Compliance, and assists with sampling.

- Have extensive knowledge of Safety Protocols: SDS, supervises Confined Space entry, supervises Lock Out Tag Out, PPE, takes part in safety meetings.
- The ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures
- The ability to prepare laboratory reagents and assemble laboratory apparatus for chemical and biological analysis
- The ability to read and interpret state and federal regulations related to water and water reclamation
- The ability to read and interpret technical federal guidelines on treatment procedures and tests
- The ability to build and maintain working relationships with employees, vendors, and the public.
- The ability to coordinate with peers to complete tasks.
- Have strong leadership and management skills.

Education & Experience

- Required: High School Diploma or GED and Biological Grade IV Wastewater License
- Preferred: Land Application License or other Wastewater related
- Minimum Requirements: Biological Grade IV Wastewater License with at least 4 years of wastewater experience and a minimum of 2 years supervisory experience.

OR

Depending on the position, the Town may consider an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

SUBMIT OFFICIAL APPLICATION USING THE TOWN'S CAREER WEBSITE

<https://www.townofclaytonnc.org/>

If you have technical issues submitting your application, please call the NEOGOV (governmentjobs.com) Help Line at 855-524-5627. If there are any questions about this posting, other than your application status, please contact the Human Resources Office. If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. To check the status of your application, please log on to your NEOGOV account and click "Application Status". It is not necessary to contact the Human Resources Office to check the status of an application. Normal processing time for applications is 30-45 days from the closing date of the posting.

To obtain veterans preference, you must scan and upload a copy of your DD-214 or discharge orders. Degrees must be accredited by the U.S. Department of Education. Transcripts and degree evaluations may be uploaded with your application. To receive credit for your work history and credentials, you must list the information on the online application form. Any information omitted from the application cannot be considered for qualifying credit. Attached or incorporated resumes (including Text Resume's on the on-line application) WILL NOT be used for screening for qualifying credit. "See Resume" or "See Attachment" WILL NOT be accepted in lieu of completing an on-line application form. Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

Applicants may be subject to a criminal background check. Credit and motor checks are required for some administrative, finance and operational positions. Applicants will be required to take and pass a Pre-Employment Drug and Alcohol screen once they are verbally given a conditional offer of employment. Depending on the position, employees may be subject to random drug and alcohol screens throughout their employment. Applicants have rights

under Federal Employment Laws: Family and Medical Leave Act (FMLA), Equal Employment Opportunity (EEO), and Employee Polygraph Protection Act (EPPA).

Town of Clayton employees enjoy many benefits including a retirement pension plan, 401K membership, Paid Vacation, Sick and Holiday Leave, State Health Plan, and various other benefits. Benefits information can be found by going directly to the Town of Clayton website at: <https://www.townofclaytonnc.org/251/Benefits>.

When a salary range is posted, the actual salary will be based on relevant competencies, knowledge, skills & abilities, internal equity and budgetary considerations pertinent to the advertised position. The Town of Clayton is an Equal Opportunity Employer. Hiring salary will not exceed hiring pay range unless approved by the Town Manager.

Applications may be reviewed to determine if applicants education and experience is more applicable to other vacant positions within the Town.

Employer

Town of Clayton

Address

111 E Second St.
PO Box 879
Clayton, North Carolina, 27520-2459

Phone

919-553-5002

Website

<http://townofclaytonnc.org>

Plant Operations Supervisor Supplemental Questionnaire

*QUESTION 1

Do you have any ORC or Back-Up ORC experience working at a wastewater treatment plant?

*QUESTION 2

This position will require you to sign on as Back-Up ORC with all legal duties and responsibilities to follow. Are you able and willing to commit to this?

*QUESTION 3

This position will require flexing of work hours to ensure supervision across multiple shifts at a 24-Hour Operations Water Reclamation Facility. Are you able and willing to commit to this?

*QUESTION 4

This is a service critical supervisory position that is subject to call backs in inclement weather, possible holidays, and after hour events. Are you able and willing to commit to this?

*QUESTION 5

Are you willing to accept the position if offered at the recruiting salary pay range \$67,483.00 - \$84,276.00?

☐ Yes

☐ No

* Required Question