

**THE WATER WORKS & SEWER BOARD
OF THE CITY OF SELMA**

Please apply at the Administrative Office
1600 Selma Avenue Selma, Alabama 36701

POSITION: DISTRIBUTION and COLLECTION SUPERVISOR

PURPOSE: TO ESTABLISH AN ELIGIBLE REGISTER OR FILL PRESENT AND FUTURE VACANCIES WITH THE WATERWORKS AND SEWER BOARD OF THE CITY OF SELMA

SALARY: NEGOTIABLE

CLOSING DATE: SEPTEMBER 20, 2024

FRINGE BENEFITS INCLUDE MEDICAL INSURANCE, RETIREMENT, PAID VACATION, HOLIDAYS AND SICK LEAVE.

JOB REQUIREMENTS

- Schedules work for subordinate personnel.
- Monitors work to ensure compliance with applicable regulations.
- Supervises job sites and assists larger jobs as needed.
- Ensures safety procedures are followed.
- Resolves customer complaints and responds to requests for information regarding department policies.
- Train personnel; maintain time sheets and absentee reports.
- Meets with contractors and developers to review water expansion plans; locates existing water lines for construction projects.
- Assists with repairs, as necessary.
- Maintains inventory of parts, equipment, and supplies.
- Operates heavy equipment.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve conflicts, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain Grade I state-certified license for water distribution as appropriate.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.

Applications are available Monday – Friday 8:30 a.m. – 4:30 p.m. 1600 Selma Avenue, Selma, AL 36701. Applications are also available on the Selma Water Works and Sewer Board website.

Email Resumes/Applications: clisha14@selmawaterworksandsewer.com

AN EQUAL OPPORTUNITY EMPLOYER

THE WATER WORKS AND SEWER BOARD OF THE CITY OF SELMA PROVIDES A PUBLIC PERSONNEL SYSTEM BASED ON MERIT PRINCIPLES. IT STRIVES FOR THE CONSTANT IMPROVEMENT TO THE PUBLIC SERVICE BY EMPLOYING AND DEVELOPING THE BEST QUALIFIED PEOPLE AVAILABLE, REGARDLESS OF THEIR RACE., COLOR, CREED, SEX, POLITICAL BELIEFS, NATIONAL ORIGIN, OR DISABILITY.

DRUG FREE

THE WATER WORKS AND SEWER BOARD OF THE CITY OF SELMA IS A CERTIFIED DRUG FREE WORKPLACE.