



THE CITY OF HENDERSON, NEVADA
is welcoming applications for:
Water Operations Manager

City of Henderson
CAREER OPPORTUNITY
Join us on a journey to excellence...

SALARY:

\$3,649.17 - \$5,213.10 Biweekly
\$94,878.47 - \$135,540.68 Annually

OPENING DATE: 09/05/18

CLOSING DATE: 10/17/18 05:30 PM

THE JOB:

THE CITY OF HENDERSON ANNOUNCES AN EXAMINATION TO CREATE AN ELIGIBILITY LIST AND TO FILL ONE (1) VACANCY FOR THE CLASSIFICATION OF WATER OPERATIONS MANAGER IN THE DEPARTMENT OF UTILITY SERVICES. THE ELIGIBILITY LIST MAY BE UTILIZED TO FILL VACANCIES FOR THIS CLASSIFICATION FOR UP TO ONE (1) YEAR.

Under limited supervision, responsible for planning, directing, coordinating and managing the operation and maintenance of the City's potable water treatment and distribution facilities including the operation, maintenance and repair of storage, pumping, and pressure control facilities in compliance with regulatory requirements; and performs related duties as assigned.

Click [here](#) to view a complete copy of the job description and physical requirements.

MINIMUM REQUIREMENTS:

- Bachelor's Degree from an accredited college or university in Biology, Chemistry, Engineering, or a closely related field
- Seven (7) years of progressively responsible experience in the treatment or distribution of water or wastewater, three (3) years of which was at the supervisory or management level
- Note: An equivalent combination of related training and experience may be considered
- Possess and maintain a valid Nevada or "border state" driver's license, as defined by NRS 483
- Possess and maintain a Grade IV Water Treatment and Water Distribution Operator certificate as required by the State of Nevada, or the ability to obtain such certificate within twelve (12) months from date of appointment
- All required licenses and certifications must be obtained and maintained at the incumbent's expense

REQUIRED DOCUMENTS/ASSESSMENT INFORMATION:

DOCUMENTS REQUIRED AT THE TIME OF APPLICATION:

- 1) Completed Employment Application
- 2) Completed Supplemental Questionnaire

ASSESSMENT DATES:

Oral Review Board with Written Component (Weighted 100%) - Monday, October 29, 2018
(Best Qualified Candidates)

Selection Interview - Tuesday, October 30, 2018

All applicants will be notified via e-mail or telephone of their application status and the assessment dates/times/locations after the closing date of this announcement.

IMPORTANT INFORMATION ON SCHEDULING ASSESSMENTS:

If you are invited to participate in the assessment process, you will be required to self-schedule through the City of Henderson on-line application system. Please check your e-mail on a regular basis after submitting your application for complete instructions, which include where and when to report.

The assessment and selection process for this position will take place on the dates listed above. All candidates who wish to be considered for this position will need to be in Henderson, Nevada, and make themselves available to participate in the testing process at any time on any of the dates listed above.

SELECTION PROCESS:

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment.

Appointment may be subject to the successful completion of a post offer pre-employment background investigation and medical/physical examination, including a drug/alcohol test. Please see the job description to view the physical requirements. The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards.

NOTE: E-mail communications will be sent from senders with the extension: @cityofhenderson.com. You may need to adjust your spam blocker to ensure that you receive e-mail notifications from the City of Henderson.

WHERE TO APPLY:

The Human Resources Department must receive the completed City employment application and **all required documentation** by the closing date and time listed on this announcement. **The employment application must be accessed through our website, www.cityofhenderson.com/human_resources and submitted electronically following the online links. When applying online, applicants must complete the employment application in its entirety to be considered for this recruitment.** Resumes **WILL NOT** be accepted in lieu of the completed employment application. Decisions on an applicant's qualifications for the above position will be made solely on the materials submitted at the time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: http://www.cityofhenderson.com/human_resources

HUMAN RESOURCES IS LOCATED AT: City Hall, 2nd Floor, 240 Water Street, Henderson, NV 89015

MAILING ADDRESS: City of Henderson, Human Resources, 240 Water Street P.O. Box 95050, Henderson, NV 89009-5050

PHONE: 702.267.1939 **TDD SERVICES FOR THE HEARING IMPAIRED:** (702) 267-1425 **FAX:** 702.267.1901

24-HOUR JOB LINE: 1-877-CITY JOB (248-9562)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Water Operations Manager Supplemental Questionnaire

- * 1. I understand that in order for my application to receive every consideration in the selection process, I must fully complete the application as well as the following supplemental questionnaire for this position. The information I provide will be reviewed and used to determine my eligibility and whether or not I am among the best qualified applicants selected to move forward in the selection process. Unanswered questions, incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. "See resume" or "refer to application" will be considered an unanswered question. If the supplemental question is not applicable, please indicate N/A. I have read and understand the above instructions regarding supplemental questions.
- Yes No
- * 2. Do you possess a Bachelor's Degree from an accredited college or university in Biology, Chemistry, Engineering, or a closely related field?
If yes, list the degree(s) earned and major area(s) of study. If none, enter N/A.
- * 3. Do you have at least seven (7) years of full-time progressively responsible experience in the treatment or distribution of water or wastewater?
If yes, please provide the employer name, your job title, the dates employed, and types of duties you performed for each position where you gained this experience. If no, enter N/A.
- * 4. Do you have at least three (3) years of full-time supervisory or management level experience in the treatment or distribution of water or wastewater?
If yes, please provide the employer name, your job title, the dates employed, and types of duties you performed for each position where you gained this experience. If no, enter N/A.
- * 5. Do you currently have a Grade IV Water Treatment and Grade IV Water Distribution Operator certificates?
If no, please list the current Water Treatment and Water Distribution Operator certificates you have.
- * 6. If you do not have the Grade IV Water Treatment and Grade IV Water Distribution Operator certificates, please describe how you plan to obtain the certifications within twelve (12) months of appointment? If you do have the Grade IV Water Treatment and Grade IV Water Distribution Operator certificates, enter N/A.
- * 7. Describe your experience developing and implementing a training program for water treatment and distribution operators. Be sure to include the steps you took in making this training program a success. If you do not have this experience, enter N/A.
- * Required Question