

## **JOB OPENING – ASSISTANT DIRECTOR / PLANNER**

**The Yadkin Valley Sewer Authority has a job opening for an Assistant Director/Planner.**

The purpose of this position is to perform multiple functions in the planning, directing, organizing, and managing of the operations and personnel of the Yadkin Valley Sewer Authority. Work is performed under the general supervision of the Executive Director. Among other tasks, this position will assist with plans and reviews of the activities of personnel engaged in wastewater treatment, distribution, collection, maintenance, repair and administration. This position will oversee the Pretreatment and FOG (Fats, Oils & Grease) programs for the Authority under the direction of the Executive Director. Other tasks will include the following: assisting in the development and coordination of the Authority's multi-year Capital Improvement Plan (CIP), including developing project descriptions, preliminary budgets, and schedules; assisting the Executive Director with activities, operations, and services related to budget, administration, staff development, and operations; reviewing completed records and preparing and submitting reports to appropriate regulatory agencies; assisting the Executive Director with discussions of grants, contracts, and operations with a variety of governmental and regulatory agencies and levels and with the public media; and performing any other job duties and tasks as required by the Executive Director.

This position requires a college graduate preferably within the Biological Sciences field. Furthermore, this position requires some background with Utility Work and is preferable for a Certified Collections Operator and/or Certified Biological Operator with the State of North Carolina. If a Certificate is not available, the individual must be able to obtain a preferred Certification within 12 months.

A minimum of five (5) years of previous experience and/or training involving sewer system maintenance or the equivalent combination of education, training, and experience is preferable.

This position must be able to lift or move up to 50 pounds for an extended period of time, occasionally lift up to 100 pounds, possess a valid North Carolina Driver's License, and successfully pass a pre-employment drug test.

Starting salary commensurate with qualifications.

**Applications may be found on our web-site at [www.yvsa.org](http://www.yvsa.org), or picked up at our office at 500 Highway 268 West in Elkin.**

Applications will be accepted until Friday, September 21, 2018.

The Yadkin Valley Sewer Authority is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or non-employment related disability.