



# City of Pevely

401 Main Street Pevely, Missouri 63070

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## NOW HIRING

The City of Pevely is currently accepting applications for Chief Operator in the Water Department. The Chief Operator is a non-exempt, hourly employee hired by the Board of Aldermen who reports to the City Administrator.

The primary duties of the Chief Operator will be to coordinate and direct all functions and activities of the Pevely Water Department. This shall include planning daily operations, coordinating maintenance and upgrades to the system, and responding to emergencies. This position directly supervises all other employees of the Water Department.

Additional duties of the Chief Operator will include being responsible for collecting and submitting water samples as required by state or federal agencies, managing the system's supervisory control and data acquisition (SCADA) system, and managing or controlling any chlorine or other additives. This position works in coordination with the Utility Department regarding matters of billing and frequently interacts with the public.

The Chief Operator should be a self-starter, an effective leader, and able to manage all components of a small utility department including its staff, equipment, and other resources. This position is required to submit monthly activity reports to the City Administrator, assist the City Administrator in the creation and management of the department's budget, and conduct employee evaluations for the other employees in the department. Normal working hours are 7:00 am – 3:30 pm; however, this position may be required to attend evening meetings on occasion and be on call for after hour emergencies.

Applicants must possess a high school diploma or equivalent, a valid Missouri Driver's License, and a DS-II (or higher) public drinking water distribution certification as issued by the Missouri Department of Natural Resources. Additional skills to include: computer proficiency, experience working for a public water utility, as well as supervisory experience, and experience managing a public water utility. An Associate's degree or higher related to the job description is a plus.

The City of Pevely offers a generous benefits package which includes health, dental, and life insurance, bereavement, sick and vacation leave, and membership in the Missouri Local Government Employees Retirement System. Starting pay is commensurate with qualifications and experience. The successful candidate must be able to pass a pre-employment drug test.

To apply, please submit a completed employment application to Ashton Lowery, City Clerk, at 401 Main Street, Pevely MO 63070 or [alowery@cityofpevely.org](mailto:alowery@cityofpevely.org). Please visit City Hall or the City's website at [www.cityofpevely.org/employment](http://www.cityofpevely.org/employment) to obtain an employment application. This position is open until filled but the first review of applications will occur on March 15, 2021. The City of Pevely is an Equal Opportunity Employer.