

PLEASE POST OR DISTRIBUTE

OPENS: January 13, 2012

CLOSES: January 30, 2012



KENOSHA WATER UTILITY

4401 Green Bay Road

Kenosha, WI 53144

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[www.kenoshawater.org](http://www.kenoshawater.org)

**“Providing and Protecting Kenosha's Greatest Natural Resource....Water”**

**KENOSHA WATER UTILITY  
EMPLOYMENT OPPORTUNITY**

**LABORATORY SUPERVISOR**

*This recruitment is open to all individuals who meet the minimum requirements listed below. The eligibility list created from this recruitment will be used to fill the current vacancy and may be used to fill other openings which occur within the next 12 months. This is a non-represented position which falls under the City of Kenosha Civil Service Ordinance and includes a 12-month probationary period upon appointment.*

**Residency requirement:** *Applicants must reside within Kenosha County, Racine County (except the Town of Waterford; however the Village of Waterford is acceptable), or within the cities of Franklin, Oak Creek or South Milwaukee. The incumbent of this position is required to maintain such residency during the term of employment. Since the incumbent of this position must be available to respond efficiently and effectively to an emergency call at any time during off duty hours, it is preferred that he/she reside within ten (10) miles of the Kenosha Water Utility service area.*

**Nepotism policy:** *No person can be employed who has a relative already employed in a position covered by the City of Kenosha Civil Service Ordinance or who has a relative in any elected office in City of Kenosha government, as defined under Section V of the Civil Service Ordinance. "Relative" includes any member of the immediate household; or anyone whose relationship by blood or marriage is as close or closer than first-cousin, including "step" relationships; or any grandparent or grandchild.*

**GENERAL OVERVIEW OF POSITION:**

The purpose of this position is to manage the laboratory services in support of wastewater treatment and water production operations. The incumbent monitors wastes discharged to sewerage system, oversees the collection and analysis of samples taken from the wastewater treatment plant, water production plant and the distribution and collection systems. This position also coordinates the Household Hazardous Waste Program. The work is performed under the direction of the Director of Wastewater Treatment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: (illustrative only)**

- Supervises laboratory staff including Lead Chemist, Chemists, and Laboratory Aides; provides instruction and training; resolves problems and concerns; approves leave; recommends hiring and discharge of employees.
- Coordinates, prioritizes and monitors laboratory work flow including sampling and testing; plans, assigns and reviews work activities.
- Implements and maintains standards, programs (including mercury reduction and amalgam separation), and testing specified by regulatory agencies and as required for plant performance monitoring.
- Monitors developments and changes to regulations.
- Oversees the Industrial Pretreatment Program.
- Oversees the Household Hazardous Waste (HHW) Program; coordinates staffing of the drop-off site; provides instruction to staff; monitors the storage and disposal of HHW.
- Oversees the Fats, Oils and Grease Program.
- Maintains inventory of chemicals and equipment needed; orders equipment and supplies; calibrates, troubleshoots and repairs laboratory equipment.
- Inputs data into computer programs (i.e., HachWIMS); prepares and maintains custody of a variety of analytical and statistical reports, correspondence, logs, charts and other documentation.
- Assists in preparation of the monthly report to the Wisconsin Department of Natural Resources.
- Conducts required certification inspections to maintain laboratory accreditation.
- Prepares WPDES permit renewals.
- Coordinates and monitors contract services as necessary, including sampling and billing with waste haulers and disposal of waste.
- Participates in the development of plant policies and procedures related to laboratory services; recommends and assists in the implementation of goals and objectives.
- Participates in the preparation and administration of the laboratory budget.
- Responds to rain events and emergency calls during and after normal working hours.
- Maintains time sheet data for payroll purposes.
- Responds to inquiries and complaints from the public.
- Attends public hearings and professional conferences as required.

**OTHER REQUIRED DUTIES & RESPONSIBILITIES: (illustrative only)**

- Schedules and conducts tours.
- Performs duties of Lead Chemist or Chemist as needed.
- Performs other duties as assigned or required.

**REQUIREMENTS:****Required Education, Training & Experience:**

- Bachelor's degree in chemistry or related field from an accredited institution; plus
- At least three (3) years of professional laboratory experience with some supervisory responsibilities; or
- Any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Wisconsin Wastewater Operator Certification (Grade 1) must be obtained prior to completion of probation unless extended by management; Grade 4 General Certification and sub-grades A-Primary Settling, C-Activated Sludge, E-Disinfection, F-Anerobic Digestion, G-Mechanical Sludge Dewatering, I-Phosphorus Removal and J-Laboratory Grade 4 must then be obtained within four (4) years of appointment or time period determined by management.

**Other Requirements:**

- Possession of a valid Wisconsin driver's license.
- Wisconsin Water Supply Operator certification with the subclasses for Surface Water (S) & Distribution (D) must be obtained within 12 months of appointment.

**Required Knowledge, Skills & Abilities:**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise.
- Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Requires the ability to act as a lead person.
- Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as DNR & DHSS records and reports, Standard Methods, DNR & EPA codes, Federal Register Updates, equipment manuals, water analysis handbook, City work rules, MSDS reports, and non-routine correspondence.
- Requires the ability to communicate effectively both orally and in writing with the Director, plant operators, other Utility divisions, lab supply companies, customers and the public.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra, geometry and descriptive statistics.
- Requires the ability to communicate orally and in writing with management, subordinates, other Utility divisions, local/state/federal government agencies and officials, industries, suppliers and the public.
- Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- Requires the ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Requires the ability to handle reasonably necessary stress.

**Physical Requirements:**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as computers and other office equipment, laboratory equipment, air monitors, samplers, and plant equipment,
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as typing.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.

**Environmental Requirements:**

- Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as toxic agents, chemicals, dusts, disease or machinery can cause discomfort and where there is a risk of injury.

**Sensory Requirements:**

- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

**Other Requirements:**

- Possession of a valid Wisconsin driver's license plus good driving record.
- Since incumbent must be available to respond efficiently and effectively to an emergency call at any time during off duty hours, it is preferred that he/she reside within ten (10) miles of the Kenosha Water Utility service area (not including Illinois).

**2012 SALARY RANGE:** \$5,344 to \$6,680/month (\$64,128 to \$80,160/annually) *(summary of major benefits attached)*

**METHOD OF SELECTION:** Applicant's education, training and experience will be analyzed. Written, oral, proficiency and/or other exams may be given to determine if the applicant has the necessary knowledge, skills and abilities. Appointment will be made in accordance with City of Kenosha policy and the Civil Service Ordinance, Rules and Regulations.

**HOW TO APPLY:** A completed City of Kenosha application form is required (resume may be attached) which is available at [www.kenoshawater.org](http://www.kenoshawater.org) or [www.kenosha.org](http://www.kenosha.org) or from Sue Hill at 262-653-4308 or [shill@kenosha.org](mailto:shill@kenosha.org). **APPLICATIONS MUST BE RECEIVED BY THE KENOSHA WATER UTILITY (ATTN: SUE HILL), 4401 GREEN BAY ROAD, KENOSHA, WI 53144 OR THE CITY OF KENOSHA HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON JANUARY 30, 2012.**



THE KENOSHA WATER UTILITY & THE CITY OF KENOSHA ARE EQUAL EMPLOYMENT OPPORTUNITY EMPLOYERS



**CITY OF KENOSHA – 2012  
SUMMARY OF MAJOR BENEFITS  
FOR NON-REPRESENTED FULL-TIME EMPLOYEES**

<b>Salary Range</b>	Salary range is divided into 5 steps. Appointees serve a 1-year probationary period followed by annual performance reviews. Pay raises are based on achievement of a satisfactory performance evaluation.		
<b>Direct Deposit</b>	Direct deposit of payroll is required for all employees. Employees must designate a checking or savings account (of their choice) for receipt of their pay.		
<b>Paid Holidays</b>	Eleven (11) designated holidays listed below plus two (2) floating holidays for employees employed as of March 1 <sup>st</sup> ; which must be used between March 1 <sup>st</sup> and December 1 <sup>st</sup> of the current year.		
	New Year's Eve Day New Year's Day Martin Luther King, Jr. Day Friday before Easter	Memorial Day Independence Day Labor Day	Thanksgiving Day Day After Thanksgiving Christmas Eve Day Christmas Day
<b>Vacation (Annual Leave)</b>	During first 10 years After 10 years After 15 years After 18 years After 25 years	12 days (96 hours) 17 days (136 hours) 18 days (144 hours) 20 days (160 hours) 25 days (200 hours)	<i>Vacation days are to be used within the year they are earned; although up to 80 hours may be carried over for use until March 31 of the next year. There is no pay out of unused vacation.</i>
<b>Sick Leave</b>	Earned at a rate of eight (8) hours per month of employment with the ability to accumulate a maximum of 520 hours (65 days) .		
<b>Health Insurance</b>	Employees and their qualifying family members are eligible for health and dental coverage as of the first of the month following 60 days of employment. The City of Kenosha currently pays the entire monthly premium for the employee & qualifying family members; individuals are then responsible for any deductibles, co-payments or other out-of-pocket costs incurred from care received.		
<b>Term Life Insurance</b>	Term life insurance coverage for the employee is provided through the <i>Wisconsin Public Employers Group Life Insurance Program</i> . Coverage amount is based on the employee's annual salary rounded to the next highest \$1000.00. Full premium of <i>Basic Plan</i> paid by the City. Additional coverage is available for employee and family at employee's cost. Coverage becomes effective on the first of the month following six months of employment or sooner if the employee has previous qualifying service.		
<b>Pension</b>	Under Social Security, 7.65% of the employee's wages up to the prescribed limits paid by the City to match the employee's contribution. Employee is also enrolled in the <i>Wisconsin Retirement System (WRS)</i> into which the Utility and the employee contributes a determined percentage of the employee's gross earnings each year (5.9% per Employer & Employee for 2012).		
<b>Deferred Compensation</b>	Employees may elect to defer part of their income into a 457b retirement plan through ICMA-RC, Nationwide Retirement Solutions, and/or Wisconsin Deferred Compensation. This deferred income is exempt from State and Federal income taxes until it is withdrawn at retirement or upon termination of employment.		
<b>Section 125 Plan</b>	Employees may elect to defer part of their income on a pre-tax basis into a Section 125 account for reimbursement of dependent day care expenses that are not itemized on their annual income tax return.		
<b>Vision Care Program</b>	City-paid health insurance (described above) does not provide coverage for routine vision care or corrective lenses. Employees may elect to pay for such coverage during an annual open enrollment period (following completion of probation).		
<b>Other Special Insurance Plans</b>	Employees may elect to enroll in various personal insurance plans for themselves and qualifying family members, such as: Critical Illness, Accident, and Disability Income. Premiums are paid through payroll deduction on a pre-tax or post-tax basis, depending on plan(s) selected.		
<b>Tuition Aid</b>	Employees who have completed their probationary period may be reimbursed for 80% of tuition and other school expenses up to \$2,000.00 per calendar year for satisfactorily completing approved courses through accredited institutions.		
<b>Duty Related Death Benefit</b>	If employee is killed in the line of duty, one year's salary is paid to the employee's beneficiary.		