



# City of Pevely

401 Main Street Pevely, Missouri 63070

## NOW HIRING

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

The primary duties of the Assistant Chief Operator will be to assist in coordination and direction of all functions and activities of the Pevely Water Department. This shall include, but not limited to, planning daily operations, coordinating maintenance and upgrades to the system, and responding to emergencies.

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

The Assistant 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 assist the Chief Operator and City Administrator in the creation and management of the department's budget. 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, and experience working for a public water utility. An associate's degree or higher related to the job description as well as electrical experience 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 Cooke, City Clerk, at 401 Main Street, Pevely MO 63070 or [acooke@cityofpevely.org](mailto:acooke@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.

**Applications must be received no later than 4:00 PM on Monday, October 4th.** The City of Pevely is an Equal Opportunity Employer.