

The City of West Point, MS announces the following position vacancy:

## **West Point Water & Wastewater Department Superintendent**

**Summary of Duties:** The Superintendent of the City of West Point, MS Water & Wastewater Department manages the organizational entity engaged in residential, commercial, and industrial specific functions such as marketing and strategic planning activities including research, account management support and promotional activities, customer relations and business planning; bulk water sales, and the efficient usage of water; as well as, customer service operations including customer satisfaction, field support, revenue management, billing services and operations support services; may also serve as appointed member or head of a professional water organization; applies sound management and supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and performs related work.

**Minimum Requirements**<sup>1</sup>: A high school diploma or GED, two (2) years of full-time paid professional experience as a Senior Utility Conservation Representative or in a class at least at that level that: **1)** supervises professional staff engaged in the promotion and development of water production and usage, conservation, account management, marketing support, wholesale marketing, mandatory curtailment programs, including recycling and pollution prevention, and the analysis of proposed legislation and regulations relating to water conservation and environmental issues or **2)** performs professional administrative, research, public relations, or personnel functions; **or** two (2) years of full-time paid experience in a class at least at the level of Commercial Service Supervisor in office clerical or commercial field service activities relating to the furnishing of water and wastewater services.

<sup>1</sup> Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation as evaluated on an individual basis and depend, in part, on specific requirements for the job, limitations related to the disability, and the ability of the City to accommodate such limitation.

**Additional Requirements:** Candidates must undergo a pre-employment physical and drug screen. This position occasionally requires the availability of the employee to work during bad weather or unusual conditions during all hours of the day and night, as well as on weekends. This position requires a valid Mississippi driver's license. Appointment to this class is subject to a one-year probationary period under provisions of the current City Personnel Policy.

Applications, detailed duties, responsibilities, and other requirements may be obtained at the West Point Water & Light Department, 644 East Broad Street, online at <http://www.wpnet.org>, or City Hall, P.O. Box 1117, 580 Commerce Street, West Point, MS 39773.

Interested individuals must submit their application (also found online at <http://www.wpnet.org>) and resume to the City Clerk, Delores Doss, [ddoss@wpnet.org](mailto:ddoss@wpnet.org) at the foregoing City Hall address and will be accepted until Friday, August 20<sup>th</sup>, 2021 at 5:00 p.m.

Interviews will be scheduled between Monday, August 23<sup>rd</sup>, 2021 and Wednesday September 8<sup>th</sup>, 2021. The City of West Point, MS is an Equal Opportunity Employer.