



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE:	RO Plant Supervisor
MINISTRY:	Public Safety and Utilities
DEPARTMENT:	Water Undertaking
LOCATION:	Grand Turk (Will have to travel to Salt Cay and South Caicos)

JOB SUMMARY:

This position includes operational and daily maintenance of reverse osmosis plants. The jobholder will liaise with the Deputy Director and supervise and participate in the operation, direction, adjustment, repair and maintenance of the water treatment plants and related equipment; plans, organizes, schedules and assigns work at the plants and performs related work as required.

KEY DUTIES AND RESPONSIBILITIES:

- Supervises and participates in the operation and maintenance of Reverse Osmosis plants involving complete treatment processes to insure compliance with all health codes
- Prepares operation and maintenance work schedules and assigns personnel; reviews work of subordinates during projects and upon completion;
- Instructs, trains and evaluates subordinates;
- Determines daily water requirements of distribution system and amounts required for treatment
- Interprets meter and gauge data and regulates treatment processes;
- Plans, supervises and assists in the repair and replacement of plant equipment;
- Performs emergency troubleshooting work;
- Maintains time records; determines quantity and type of supplies and equipment required in maintenance work;
- Coordinates safety in-service training of subordinates and ensures compliance with safety procedures in the plant;
- Maintains records of water treatment operations and maintenance;
- Maintains records of plant materials and supplies;
- Prepare regular and special written and verbal reports;
- Evaluate operations and activities of assigned responsibilities;
- Recommend improvements and modifications;





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- Assists in the preparation of the annual budget
- Assists in the preparation of specifications for construction and other plant improvements;
- Establishes regular servicing and preventative maintenance schedules;
- assists in the supervision and operation and maintenance of water wells and related equipment;
- Revises and updates Operations/Maintenance Manual and Operations Plan for both water treatment plants; operates District vehicles and performs related work as required.
- Submits justifications for staff, equipment, supplies and materials; modifications and repairs of water well, treatment facility and related equipment;

Qualifications:

- Professional Operator (PO) Certification Level 4 water treatment and distribution Preferred, Professional Operator (PO) Certification level 3 would be considered.
- Professional Operator (PO) Certification small or large water systems.
- Training in RO Plant operation and maintenance.
- A valid Drivers's license
- High School Diploma

Experience:

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background are courses in water treatment and water works practice and four years of increasingly responsible experience in water treatment plant operation, including three years of supervisory experience.

SALARY: Grade 5.1 - \$38,691 per annum

APPLICATION PROCEDURE





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Resumes with current contact information must be accompanied by a Covering Letter and National Turks & Caicos Islander Status Card (where applicable) or a photocopy of your passport photo page.

Two letters of reference will be required for all shortlisted candidates, together with copies of educational certificates. Any criminal record should be declared, and further checks will be carried out on shortlisted candidates. (A Police Certificate is required if available in Country of Applicant)

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current TCI Government serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

