



**Little Rock Water Reclamation Authority**

11 Clearwater Drive  
Little Rock, Arkansas 72204  
[www.lrwu.com](http://www.lrwu.com)

Job Line 501-688-1474  
HR Dept. 501-688-1457  
HR FAX 501-688-1451  
HR eMail [hrmail@lrwu.com](mailto:hrmail@lrwu.com)

AN EQUAL OPPORTUNITY EMPLOYER

Applications for Employment are being accepted by the Human Resources Department of Little Rock Water Reclamation Authority for the position listed below. Qualified individuals may submit an employment application to the Human Resources Department within the application period.

<b>Posting #</b>	<b>18-18</b>
<b>Job Title</b>	<b>Pretreatment Program Supervisor</b>
<b>Department</b>	<b>408 Environmental Assessment</b>
<b>Status &amp; Grade</b>	<b>Exempt Grade 4</b>
<b>When to Apply</b>	<b>5/24/18 – 6/5/18</b>
<b>Where to Apply</b>	<b>ALL APPLICANTS MUST COMPLETE A LRWRA EMPLOYMENT APPLICATION TO BE CONSIDERED FOR THE POSITION. Application available at 11 Clearwater Drive, Little Rock or online at <a href="http://www.lrwu.com">www.lrwu.com</a>. Current Employees: Complete the In-House Application found on SharePoint.</b>
<b>Work Location</b>	<b>Clearwater Administration Building</b>

**POSITION OVERVIEW**

Responsible for the management of Little Rock Water Reclamation Authority’s (LRWRA) Industrial Pretreatment Program, as approved by the Arkansas Department of Environmental Quality in accordance with Section 402(b) (8) of the Clean Water Act. Supervise and train subordinate(s) in performance of job tasks, and evaluate job performance. Implement, plan, and coordinate the LRWRA pretreatment procedures (inspections, permit writing, monitoring data and related pretreatment evaluations, reporting, and enforcement plans) to ensure commercial and industrial user compliance with federal, state, and local regulatory standards and requirements. Maintain good commercial/industrial user relations and supervise communications to said users pertaining to regulatory knowledge, customer wastewater management practices/plans, and compliance activities. Provide skilled and responsive assistance to LRWRA Executive staff and departments, outside agencies, and customer inquiries, as necessary.

**QUALIFICATIONS & SKILLS**

Required:

Bachelor of Science Degree in chemistry, biology, or other related environmental science from an accredited college or university. An Associates Degree plus three (3) years of pretreatment or wastewater plant operations management experience may be substituted for a Bachelor of Science Degree.

- Knowledge of Federal, State, and Local regulations related to the pretreatment including pretreatment processes and treatment equipment.
- Knowledge of effective report and business writing.
- Knowledge of methods, principles, procedures, practices, and terminology used to collect and test treatment process control, NPDES, and industrial wastewater samples.
- Knowledge in the use of computers using Windows based word-processing, spreadsheet, and database application software.
- Ability to obtain and maintain an Arkansas Class III Municipal Wastewater License within 3 years of date of hire.

Preferred:

Prior supervisory experience



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### EQUAL OPPORTUNITY EMPLOYER

Employees of Little Rock Water Reclamation Authority and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, sex, age, religion, national origin, disability, or military veteran status.

As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance completing this application may be obtained upon request.

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### APPLICATION FOR EMPLOYMENT

Please answer all sections and provide information requested. This application will not be valid and processed unless completed in full. Please be certain that you complete all items as accurately as possible. If an item does not apply, write "N/A." Further, the position must be open at the time of the application to be valid.

Little Rock Water Reclamation Authority participates in the Drug Free Workplace Act and conducts pre-employment drug testing.

Name of Applicant \_\_\_\_\_

I understand that my application is good for 30 days from today.

I am applying for the following opening(s): \_\_\_\_\_

I understand that a valid Arkansas driver's license may be required for this position. If noted as a requirement in the job posting, I have attached a copy of my license.

I have reviewed the job opening and requirements for the position(s) noted.

How did you learn of this vacancy at Little Rock Water Reclamation Authority?

- Advertisement
- Department of Workforce Services (DWS)
- LRW Job Line
- LRW Website
- LRW Employee
- Other (please specify \_\_\_\_\_)

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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### GENERAL INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Email address \_\_\_\_\_

Yes / No Are you a citizen of the United States, or are you lawfully eligible to become employed in the United States. (Note: Proof of U.S. citizenship or immigration status will be required if employed)

Yes / No Are you over the age of 18?

Yes / No Are you related to a current Utility employee? If yes, how related \_\_\_\_\_

Yes / No Have you applied for work with the Utility before? If yes, when? \_\_\_\_\_

Yes / No Have you ever been previously employed by the Utility? If yes, when? \_\_\_\_\_

Yes / No Have you ever been convicted of a crime by a civilian or military court (other than minor traffic violation)? If yes, please provide the description of the offense, date of the offense, description of charges, and date of conviction. \_\_\_\_\_  
(Note: Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)

Yes / No From your review of the job posting for the position for which you are applying, are you able to perform the essential functions with or without reasonable accommodation?

Yes / No Are you presently employed? If yes, why do you wish to change jobs? \_\_\_\_\_

Yes / No Are you willing to work overtime?

Yes / No Is there any time of the day or night, or particular days of the week (including weekends) that you are unable to work? If yes, when? \_\_\_\_\_

Yes / No Is there any reason that you could not be at work regularly on time? If yes, please explain:

Yes / No If hired, would you be willing to perform other jobs as needed?

Yes / No Is any additional information necessary to enable a check of your records such as a change of name, use of an assumed name or nickname? If yes, please explain:

*Answering "yes" or "no" to any particular question does not constitute an automatic bar to employment.*

**EMPLOYMENT HISTORY**

**List last 10 years of employment history, starting with most recent. Include periods of military service. Explain any gaps in employment.**

Company Name & Address\_\_\_\_\_

\_\_\_\_\_

Supervisor\_\_\_\_\_ Telephone\_\_\_\_\_

Dates of Employment From\_\_\_\_\_ (month/year) To\_\_\_\_\_ (month/year)

Starting Salary \$\_\_\_\_\_ HR WK MO YR Position Held\_\_\_\_\_

Ending Salary \$\_\_\_\_\_ HR WK MO YR ( ) Full-time or ( ) Part-time

Reason for Leaving\_\_\_\_\_

Major Duties Performed\_\_\_\_\_

\_\_\_\_\_

May we contact this supervisor at this time for a reference? Yes / No

\* \* \* \* \*

Company Name & Address\_\_\_\_\_

\_\_\_\_\_

Supervisor\_\_\_\_\_ Telephone\_\_\_\_\_

Dates of Employment From\_\_\_\_\_ (month/year) To\_\_\_\_\_ (month/year)

Starting Salary \$\_\_\_\_\_ HR WK MO YR Position Held\_\_\_\_\_

Ending Salary \$\_\_\_\_\_ HR WK MO YR ( ) Full-time or ( ) Part-time

Reason for Leaving\_\_\_\_\_

Major Duties Performed\_\_\_\_\_

\_\_\_\_\_

May we contact this supervisor at this time for a reference? Yes / No

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### EMPLOYMENT HISTORY (CONTINUED)

Company Name & Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Dates of Employment From \_\_\_\_\_ (month/year) To \_\_\_\_\_ (month/year)

Starting Salary \$ \_\_\_\_\_ HR WK MO YR Position Held \_\_\_\_\_

Ending Salary \$ \_\_\_\_\_ HR WK MO YR ( ) Full-time or ( ) Part-time

Reason for Leaving \_\_\_\_\_

Major Duties Performed \_\_\_\_\_

May we contact this supervisor at this time for a reference? Yes / No

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### EDUCATION

Schools Attended/Addresses	Dates	Degree/Certification
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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### TRAINING & SKILLS

List training, skills, certifications, licenses, etc. that you feel are applicable.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT: READ CAREFULLY**

**Employment At-Will.**

I understand and agree that if employed, and as a condition of employment that employment will be "at will". "At-will" means that either Little Rock Water Reclamation Authority (LRWRA) or I may end the employment relationship at any time for any reason or for no reason. I further understand that no representative of LRWRA has the authority to enter into any agreement for employment with me for any specific period of time or make any agreement with me contrary to the foregoing. I understand that nothing contained in this Application for Employment or in the granting of an interview is intended to create an employment contract between LRWRA and me for either employment or for the providing of any benefit.

If employed, I agree to conform to all policies, practices and procedures of LRWRA and acknowledge that these may be changed, interpreted, withdrawn, or amended by LRWRA at any time, at LRWRA's sole option and without any prior notice to me. I consent and agree that LRWRA shall have the right to search my personal property located on LRWRA property, along with LRWRA's desks, computers, closets, et cetera, for the purpose of investigating possible violations of LRWRA's rules/policies. This also includes access to my telephone conversations and e-mails or other types of electronic communications.

**Certification of Truth in Application & Release of Information.**

I certify that the facts set forth in my Application for Employment are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for rejection of this application or dismissal from employment whenever discovered. I authorize LRWRA to make any investigation of my personal history (and driving record if applicable) through any means, including investigative bureaus. I authorize all past and present employers, credit bureaus, the officials of all educational institutions I have attended, any person named above on this application, and any other person or entity to furnish records and any or all information they may have concerning me. I release them from any and all liability which might result from their revealing or furnishing this information.

**Pre-Employment Drug Test.**

I agree to submit to a pre-employment drug test and understand that employment is contingent upon passage of such test.

**Verification of Employment Eligibility.**

I understand that, if employed, by law I must provide proof of eligibility to work in the United States of American pursuant to the Immigration Reform and Control Act of 1986.

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_

Little Rock Water Reclamation Authority is an Equal Opportunity Employer and does not discriminate in hiring or employment because of race, color, religion, creed, national origin, sex, age, disability, or veteran status.