



Town of Front Royal
Assistant Manager Wastewater Treatment Plant

SALARY	\$28.85 Hourly \$60,008.00 Annually	LOCATION	Front Royal, VA
JOB TYPE	Full-Time	JOB NUMBER	00214
DEPARTMENT	Public Works	DIVISION	WWTP
OPENING DATE	03/25/2026		

The Town is seeking a passionate, experienced leader as the Assistant Manager for our Wastewater Treatment Plant. As the Assistant Plant Manager, you'll support the daily operations, personnel management, regulatory compliance, and long-term planning of the Wastewater Treatment Plant. You'll work closely with the Plant Manager to ensure optimal operations and help lead a team of dedicated Wastewater Treatment Plant operators committed to public health and environmental sustainability. The Plant operates 24/7/365. A Virginia Class I Wastewater Operator License is required.

FLSA Status: Non-Exempt

Pay Rate: The pay range for this position begins at \$60,000 annually and is negotiable based upon industry and management experience

Benefits:

- Health Insurance to include Dental, Vision & Wellness
- Employee Assistance Program
- Retirement Plan through Virginia Retirement System
- Optional Pre-tax and Roth 457 account options
- Paid Time Off and 14 Observed Holidays
- Life, Disability, and supplemental insurances
- Tuition Reimbursement

Schedule:

- Monday through Friday, 6:00am - 2:30pm
- Must be available in case of emergencies and inclement weather

The Town of Front Royal is an equal opportunity employer in all aspects of employment without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, national origin, age, marital status, disability (physical/mental), family medical history, or genetic information, political affiliation, or veteran status. We encourage individuals of all backgrounds to apply.

- Assist the Plant Manager in the oversight, supervision, management, and coordination of the day-to-day operations and maintenance of the wastewater treatment plant; 24/7/365 operation.
- Ensure regulatory compliance with Federal, State, Local laws and regulations.
- Assist in the coordination of training for personnel in the operation of the WWTP, including equipment usage, laboratory procedures, safety procedures, and Town/department policies.

- Assist with performance management for personnel; coordinate professional development for licensure attainment, provide timely and constructive feedback; ensure performance evaluations completed; enforce disciplinary actions as warranted.
- Assist in the administration of the industrial pretreatment program; write industrial user permits; issue notice of violations and for permitted industrial users and implement surcharge billing.
- Prepare and maintain appropriate records and files.
- Plan, schedule, supervise, and participate in the work of plant operators and mechanics.
- Order and purchase supplies and material.
- Oversee regular testing and logging of same.
- Collect and perform analytical analysis on wastewater treatment samples; make repairs or calibrate analytical and plant monitoring equipment; make electrical and mechanical repairs on equipment; make repairs or calibrate electronic flow measuring devices; troubleshoot and make repairs on plant SCADA system.
- Communicate with State and Federal agencies regarding plant operations.
- Assist with the preparation and monitoring of the department's operating and capital budgets.
- Ensure proper safety practices are followed; provide employee safety training on VOSH requirements, laboratory procedures, and plant operations.
- Respond to after-hours emergency events.
- Perform related tasks as required.

Requirements

- Education: High School Diploma or GED
- Licensure: Valid Virginia Class I Wastewater Operator License; Valid Virginia driver's license
- Experience: Minimum five (5) years of related work experience; one (1) year of supervisory experience
- CPR/First Aid certification required within six (6) months of hire

Qualifications

- Knowledge of operating characteristics and maintenance requirements of a wastewater treatment plant
- Knowledge of hydraulic, chemical, and mechanical principles pertinent to wastewater treatment plant operations
- Knowledge of occupational hazards of the work and of appropriate safety precautions
- Knowledge of routine laboratory procedures and determination of proper remedial measures used in wastewater treatment
- Ability to communicate clear and concise both orally and in writing
- Ability to monitor the operations of the wastewater treatment plant
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures
- Ability to understand and follow moderately complex oral and written instructions
- Ability to analyze operating records of shift operations and initiate action
- Ability to plan, schedule and direct the work of subordinate operators.
- Ability to establish and maintain effective working relationships with associates.

Work Environment

- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self-contained breathing apparatus
- The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment

Physical Demands

- This is medium work requiring the exertion of 50-100 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects
- Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing

written or computer data, use of measuring devices, operation of machines, and determining the accuracy and thoroughness of work.

Employer

Town of Front Royal

Address

102 E. Main St.

Front Royal, Virginia, 22630

Phone

(540)635-3929

Website

<https://frontroyalva.com/>