



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

1. One (1) Administrative Aide VI – SG 6

(Under Job Order Status; To be assigned at Environmental Management Unit, Main I)

Education: College Graduate

Experience: Water Treatment Facility Operation Maintenance/Utility

Expertise: With TESDA National Certificate. Operation of Water Treatment Facility. Troubleshooting Pumping Systems. Reporting and Documentation using Microsoft and Google applications.

Salary Grade 8 – (105.85/hour)

Duties and Responsibilities:

- Ensure that sludge generated from the treatment facility is siphoned periodically.
- Ensure the waste collection bins are available within the vicinity and properly maintained.
- Make report of the volume of waste generated by the STP
- Ensure that effluent passed the standards set by the DENR.
- Ensure monitoring of equipment and make troubleshooting.
- Ensure that no leakages in pipes.
- Check energy usage of the facility.
- Check availability of fuel for the operation of the facility.
- Prepare reports of the operation of the facility.
- Ensure compliance of the effluent to the standard set by the DENR.
- Upkeep data of effluent.
- Maintain good operating condition of the facility to ensure good quality effluent.
- Make a report of malfunction or abnormal operation of the facility.
- Make necessary troubleshooting of the equipment of the facility.
- Ensure that information, education and communication materials are available for any inquiries of operation.
- Documents are available and retrievable during DENR visit.

Disseminates information to the department regarding the schedule of evaluation of Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at batstateurecruitment@gmail.com. Submission of application is on **November 20, 2020 to November 29, 2020**. The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.