

TOWN OF PLAINVILLE

POSITION DESCRIPTION

DATE: December 2011

POSITION: **SUPERINTENDENT - WATER POLLUTION CONTROL**

REPORTS TO: DIRECTOR OF TECHNICAL & PHYSICAL SERVICES

GOVERNING ORGANIZATION: Technical & Physical Services

POSITION SUMMARY:

Supervises the Water Pollution Control Department by performing a variety of skilled, technical, and administrative work in operation, repair, maintenance, and replacement of the municipal water pollution control plant including pump stations and collection systems to effect a continual uninterrupted service to the residents of Plainville.

SUPERVISION EXERCISED:

Assistant Plant Operators, Inspector, Chemist, and Bookkeeper in Revenue Collector office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- General management of Water Pollution Control personnel, facilities and operations. Supervises departmental organization, projects, accounting of funds, payment of bills and revenue collection.
- Supervises , instructs and assists assigned crews in wastewater collection and treatment activities. Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Oversees the analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of wastewater treatment plants.
- Operates and maintains the waste water collection system, treatment plant to control flow and processing of wastewater, sludge, and effluent in order to meet applicable regulations. Operates tertiary sewerage treatment plant.
- Insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials. Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies water consumption and reports.
- Develops written standard operating procedures of preventive maintenance for all aspects of the plant, pump stations and collection systems as well as SOPs for all emergencies.
- Advises Town officials in matters relating to department activities. Coordinates and serves as a liaison with the EPA, DEEP, OSHA, and Union as is necessary. Responds to complaints regarding wastewater systems or other related problems.
- Analyzes annual operating costs and makes recommendations for department budget. Maintains budgetary control and manages department funds over the fiscal year. Prepares contract documents, layout and assessment documents, notices and agreements.
- Enforces rules, regulations, policies and procedures relating to the operation of the water pollution control and collection systems.

Superintendent - Water Pollution Control (continued):

- Performs documentary research.
- Serves on various committees as assigned and performs related duties as required.

DESIRED QUALIFICATIONS:

Education and Experience:

High School graduate (or GED equivalent) supplemented with 135 CEUs (three years) of post-high school education in a wastewater related field. Four years in the operation of a Class III or higher wastewater treatment plant. Must have a valid Connecticut Class IV license or the ability to obtain one within one year from date of hire. Experience with the SBR process is desirable.

Minimum four (4) years experience in related fields with a minimum of two (2) years in municipal fluid systems.

Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Thorough technical knowledge of equipment, facilities, materials, methods and procedures used in wastewater collection and treatment systems; Considerable knowledge of wastewater treatment plant operation and maintenance.

Personnel skills and the ability to communicate effectively, orally or in writing, for employee management and dealing with the public.

Computer skills for operations and budget control. Ability to maintain varied responsibilities in the office and field in a current condition.

Ability to use S.C.B.A.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative and not a complete itemization of those demands that must be met by an employee. Reasonable accommodations will be considered under the Americans with Disabilities Act.

While performing the duties of the job, the employee will need to occasionally lift and/or move objects more than 100 pounds (as in moving 150lb. manhole covers). The employee will also be required to regularly perform moderately difficult manipulative skills including filing, typing and operating control and levers. The duties of the job require the employee to climb into manholes and pump stations as in confined space entry, conduct field inspections, climb ladders, crawl under a space, kneel and stoop as well as required to walk, sit, climb, stand -- occasionally for long periods of time.

The employee will be required to perform tasks that require hand-eye coordination including keyboard operation, operating hand and power tools, etc. Also often required to perform tasks requiring arm-hand steadiness including working with chemicals and calibration of tools and equipment.

Specific vision abilities required by this job include ability to see objects closely as in reading a report or reading meters/gauges, close vision, distance vision, color vision, depth perception, and the ability to focus.

Employee will be required to distinguish and understand voice patterns and verbal instructions as well as speak clearly with volume.

Superintendent - Water Pollution Control (continued):

MENTAL REQUIREMENTS:

The mental demands described here are representative and not a complete itemization of those demands that must be met by an employee. Reasonable accommodations will be considered under the Americans with Disabilities Act.

The employee will be required to concentrate on complicated detail/complex issues with constant interruptions as well as be able to attend to same task for 45-60 minutes at a time, often up to 3 hours at a time.

Employee must be able to distinguish between public and confidential information and handle it appropriately.

Performing the duties of the job will require the ability to use knowledge and reasoning to solve complex problems, understand and apply knowledge of theories, practices, and principles of work and behind several related concepts.

Ability to plan and prioritize work of self and others.

Ability to remember task assignments over various time frames including performing multiple tasks required at different parts of the year (fiscal/calendar)

WORK ENVIRONMENT:

The work environment described here is representative and not a complete itemization of the demands that must be met by an employee. Reasonable accommodations will be considered under the Americans with Disabilities Act.

While performing the duties of the job, the employee is occasionally exposed to seasonal conditions of outside weather as well as occasional exposure to high and low temperatures.

The employee occasionally works near moving mechanical part and is occasionally exposed to grease/oil, wet and/or humid conditions and vibration, and hazardous waste materials. The employee is also often exposed to other hazardous materials such as chemicals and toxins or poisonous substances. The duties of the job will expose the employee to blood, body tissues, or fluids and the possibility of electrical hazards.

Occasionally the noise level in the work environment is loud in field settings, and moderately quiet in office settings.

SPECIAL REQUIREMENTS:

Waste Water Certificate Class 4

Valid Connecticut Driver's License or the ability to obtain one.

The above job description is illustrative and not a complete itemization of all facets of the position.