

WASTEWATER SUPERINTENDENT

Position Purpose:

The purpose of this position is to perform supervisory and technical work in coordinating and overseeing the efficient operations of the municipal wastewater treatment plant and collection system; Performs all other related work as required. The Wastewater Superintendent is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs responsible duties requiring the exercise of considerable judgment and initiative in the planning, direction, and control of the division's operations.

Supervision Received: Works under the administrative direction of the Director of Public Works and in accordance with all applicable regulations and guidelines. Generally establishes own work plan and completes work in accordance with established methods and standards; only cases involving clarification of division policies and procedures are referred to supervisor.

Supervision Given: Has direct supervisory responsibility for all full-time and seasonal division employees. Participates in hiring of staff and provides daily direction.

Job Environment:

Work is performed under typical shop conditions and outdoors, with exposure to the hazards associated with working with chemicals, electricity, and under explosive and toxic conditions. Work environment is moderately noisy, and at times very loud. May be contacted at home at any time to respond to important situations and emergencies.

Regularly operates light trucks and all plant machinery and equipment, as well as laboratory and testing equipment; operates computer, telephone, facsimile machine, and other standard office equipment.

Has contact with the public for the purpose of dealing with consultants, contractors, vendors, and septage haulers. Other contacts include state and federal regulators, surrounding communities and other Town departments for the purpose of communicating information, dealing with problems and issues, public education and information. Contact types are usually by email, telephone, in person or in writing.

Errors in judgment may result in significant time loss and delay while correcting undetected errors, danger to public health and safety, damage to buildings and/or equipment, serious personal injury and injury to others, and have financial and legal repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties

does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Oversees plant performance to meet federal and state discharge criteria by reviewing operating data and evaluating it against plant operating standards.

Completes daily process control calculations necessary to determine daily operating parameters for effective wastewater treatment.

Supervises the daily operations of the wastewater treatment plant, based on process control and laboratory data. Evaluates plant performance to ensure effective and efficient operations.

Analyzes and evaluates operations, laboratory, and maintenance functions and records; applies appropriate corrective measures to mitigate potential problems and restore proper operating standards and methods to the mechanical and biological processes.

Assigns daily work assignments and oversees the work of employees working at the plant. Instructs and trains personnel in the methods of plant operations and safety.

May participate with the Public Works Director in the selection process for new employees.

Oversees and coordinates the sludge dewatering process and makes adjustments as necessary to maximize cake solids and minimize chemical usage.

Interacts with state and federal agencies for annual inspections and operating requirements.

Meets and interacts with members of the public, contractors, engineers, attorneys, the media and others as needed.

Supervises the maintenance activities of the treatment plant and pumping stations, and insures that the paper and computer maintenance files are up to date.

Ensures compliance with state and federal regulations and requirements pertaining to discharge quality, sewage sludge management, and wastewater treatment plant operations.

In the event of a plant upset or bypass, provides appropriate responses to protect the plant and the receiving water.

Prepares and updates operating, safety and other procedures as necessary for the plant and pump stations.

Provides appropriate and timely training to employees; acts as a safety representative, writing and enforcing standard operating and safety procedures.

Purchases facility supplies, chemicals, materials and services as necessary in and prepares specifications and department requirements.

Plans and prioritizes long-range work programs and capital projects for the facility.

Prepares and negotiates the department budget; provides recommendations to the Director of Public Works for the purchasing of all major equipment.

May be required to perform Plant Operator duties as necessary.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

High School diploma or equivalent; Bachelor's degree desirable; five to seven years experience relating to sewer systems with at least two years in a supervisory capacity; or any equivalent combination of education and experience.

Special Requirements:

Grade V Wastewater Treatment Operator's License
Grade II Collection System Certification preferred

Knowledge, Ability and Skill:

Knowledge: Considerable knowledge of the principles and operating procedures of municipal wastewater treatment plant and maintenance. Thorough knowledge of the materials, methods, and techniques of wastewater treatment, and state and federal pollution control regulations. General knowledge of electricity and hydraulics. Comprehension of biology, chemistry, and physics.

Ability: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of division operations. Ability to deal with employees tactfully and effectively and maintain positive public relations. Ability to communicate effectively in both written and oral form. Ability to work effectively under time constraints to meet deadlines. Ability to perform laboratory tests.

Skill: Skills in operating above mentioned equipment. Skill in the operation of a computer. Excellent mathematical skills.

Physical requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequently required to sit, talk, and hear; majority of shift may be spent walking and/or standing. Must be able to manipulate objects, tools, or controls, and must be able to reach. Performance of the essential functions requires employee to climb or balance, stoop, kneel, crouch or crawl. Must occasionally lift and/or move objects weighing up to 50 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of the plant and its

grounds, and traverse uneven terrain. Must be able to work within confined areas such as manholes for sample testing and repairs. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)