

TOWN OF MANCHESTER
POSITION GUIDE

Title: Wastewater Treatment Plant Superintendent
Department: Water and Sewer
Reports To: Water and Sewer Administrator

NATURE OF WORK

Under general supervision, plans, organizes, schedules, supervises and participates in the operation and maintenance of a Wastewater Treatment Plant, biosolids processing facility and sewer pump stations.

ESSENTIAL JOB FUNCTIONS

Plans, assigns, supervises and participates in the operation and maintenance of the Wastewater Treatment Plant, biosolids treatment facility and sewer pump stations. Operates in accordance with employee labor contracts.

Monitors, makes recommendations and adjusts various unit treatment processes to maintain compliance with regulations or to improve water quality.

Responsible for implementing and maintaining a program to maintain the accuracy of all primary measuring devices, analytical equipment, telemetry systems, metering pumps and System Control and Data Acquisition (SCADA) system.

Performs mathematical calculations to maintain appropriate treatment level and adjusts equipment that treats wastewater or biosolids.

Troubleshoots malfunctions with all equipment needed to treat or transport wastewater or biosolids; investigates water quality problems/complaints, makes appropriate adjustments.

Assists in evaluation and analysis of existing operations to determine effectiveness, maintains water quality records required by State or Federal regulations, and records data needed to evaluate operational or maintenance functions.

Operates process control computer system and related hardware. Operates and maintains software required to monitor control and maintain operations. Implements a preventive maintenance program for assigned facilities.

Evaluates and interprets water quality or source control data and makes corrections or initiates use of new approved treatment methodologies.

Trains personnel in proper operations, maintenance and safety procedures, assists in establishing and maintaining emergency plans, and in formulation or revisions to standard operating procedures.

Maintains inventory of water quality and all associated material for assigned facilities.

Trains personnel in proper operational, maintenance and safety procedures.

Prepares technical specifications for contract services, equipment or materials.

OTHER JOB FUNCTIONS

Prepares reports as required and helps prepare annual operating budget for area under assigned jurisdiction.

Required to be on call as assigned. Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of physical, chemical and biological aspects of wastewater and biosolids treatment and disposal.

Considerable knowledge of pumps, hydraulics, electrical and treatment principals.

Working knowledge of Clean Water Act, State Water Quality Standards, National Pollution Discharge Elimination System (NPDES), State statutes and OSHA regulations that apply to wastewater treatment and biosolids disposal.

Ability to understand principals of and utilize mainframe or personal computer and their software applications to monitor, control and maintain wastewater systems.

Ability to read and interpret mechanical, electrical, structural and engineering plans and specifications.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Able to push/pull objects weighing less than 20 lbs. and lift objects weighing more than 50 lbs. Must be mobile and able to perform moderately difficult manipulative skills and sit and/or stand for prolonged periods of time. Must be able to perform gross body movements; tasks which require hand-eye coordination; tasks which require arm-hand steadiness. Must be able to see objects far away as in driving; see objects closely as in reading a report; and discriminate colors. Able to hear normal sounds with some background noise and able to distinguish sound as voice patterns. Able to communicate through human speech using the English language.

Able to concentrate on moderate detail with constant interruption. Needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time, and to understand theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over long periods of time.

Ability to get along with co-workers, supervisors, customers and the public at large.

Exposure to: high and low temperatures; conditions in outside weather; hazardous materials such as chemicals; bodily injuries; loud or unpleasant noises; high humidity or wetness; electrical hazards; electro-magnetic radiation as in computer terminals.

MINIMUM TRAINING AND EXPERIENCE

Associates Degree from accredited college in related field and at least two (2) years experience as a chief or shift operator in wastewater treatment. Must hold valid Class IV Wastewater Treatment Plant Operators License as issued by the State of Connecticut or must have sufficient education and operational experience to qualify and obtain the required licenses within eighteen (18) months of employment. Must hold valid Connecticut motor vehicle operators license. May be required to obtain Commercial Drivers License (CDL) with B endorsement.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.