



JOB POSTING FORM

If you would like to post a job on the New England Chapter APWA website, complete this form and submit as a pdf to sciancarelli@beverlyma.gov. Please also include a pdf of the job description.
Note: You or someone in your organization must be an APWA member in order to post to this website.

CITY/TOWN: CHESTER

Position to be Posted: WASTEWATER TREATMENT PLANT SUPERINTENDENT

APWA Member #: 644422

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If you are not currently a member of the New England Chapter APWA and would like to join, click here:
<http://www2.apwa.net/membership/pickmembership.asp>



TOWN OF CHESHIRE

POSITION DESCRIPTION

Position Title: Superintendent of
Wastewater Collection and Treatment

Classification: E-3

Department: Wastewater Treatment & Collection System

Date: January 8, 2013

Position Objectives:

Works under the administrative direction of the Director of Public Works and Engineering; duties requires the exercise of independent judgment in the planning and oversight of the operation and maintenance of the Wastewater Collection and Treatment system.

Under general direction and operating within the Department of Public Works, organizes, coordinates and supervises the operations of the Town's Wastewater Collection and Treatment Plant and pumping stations so as to insure an effective, efficient and safe municipal wastewater treatment system. Ensures compliance with state and federal requirements; coordinates assigned activities with other departments, divisions and outside agencies; and provides highly responsible and complex administrative support to the Director of Public Works and Engineering.

Reporting Relationships:

Reports to: Director of Public Works and Engineering

Supervises: Assistant Superintendent
Clerk Typist
Functional Supervision of Wastewater Treatment Plant Operator/s
and Wastewater Treatment Laboratory Technician/s

Job Location and Equipment Used:

Some of the work is performed outdoors in all weather conditions. Superintendent visits work sites at all stages of construction, oversees construction work as Town liaison. Superintendent will use Town vehicle to drive to Waste Water facilities. The position requires the employee to be flexible to get in and out of vehicle often, to enter pump stations and examine mechanical equipment. Equipment used includes: a computer, fax, typewriter, copier, calculator, phone and other office equipment.

Essential Functions:

1. Organizes, coordinates, supervises and oversees activities of employees engaged in the operating and maintaining of equipment in wastewater (sewage) treatment and disposal facility, pumping stations and sanitary sewer system.
2. Evaluates and analyzes plant operation and initiates or recommends new or improved practices, techniques or equipment modifications.

3. Maintains plant's inventory and requisitions new equipment, material and supplies.
4. Prepares and insures all operating reports for State D.E.P. and Federal E.P.A. are compiled and filed to maintain regulatory compliance. Maintains daily operating data, logs and sheets, and adjust process as needed to maintain effluent quality.
5. Prepares and administers capital and operating budget and controls expenditure of budgeted funds. Helps prepare five-year capital budget for division. Monitors and approves expenditures.
6. Evaluates subordinates job performances, supervises new employee training and handles disciplinary and grievance problems. Oversees development and implementation of division safety program in accordance with Town and OSHA safety requirements.
7. Maintains and completes employee payroll records, personnel action forms, accident reports, conducts safety training,
8. Helps prepare bid specifications and requests for proposals. Obtains and reviews orders for plant chemicals, supplies and outside contractual services. Monitors and approves equipment purchases.
9. Oversees and supervises the plant laboratory. Review daily analytical requirements. Ensure analytical sampling us done in a timely manner.
10. Responds to emergency call-in on a 24-hour basis.
11. Develops objectives and designs and implements programs, processes, policies and or procedures to achieve objectives.
12. Conducts organizational studies, investigations and operational studies, as appropriate.
13. Represents the division and maintains working relationship with public, other Town officials and State agency personnel acting as plant liaison.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

Desired Knowledge, Skills and Abilities:

Considered a division manager with responsibility for division's management that includes work and supervision of significant depth and complexity.

Ability to manage construction projects on a long- and short-term basis. Ability to assess conditions in emergency situations and determine proper course of action.

Maintain awareness of new trends and developments in field of wastewater operations.

Graduation from high school supplemented by two years of college work in Civil Engineering, Sanitary Engineering, Biology, Wastewater Chemistry or related sciences. Six years of progressively responsible experience in wastewater treatment including at least two years supervisory and administrative experience or any combination of training and experience which provides a demonstrated ability to perform the duties of the position. Requires State of Connecticut Certification as Grade IV Water Pollution Control Plant Operator. Considerable knowledge of construction and operation of a public wastewater facility. Knowledge of Federal and State regulations. Knowledge of business management and public relations.

Ability to analyze laboratory results and to modify plant operations to obtain desired results. Ability to operate lab equipment if the need so arises.

Ability to supervise and train personnel and establish and maintain effective working relationships with subordinates, officials and general public.