



TOWN OF CHESHIRE

EMPLOYMENT ANNOUNCEMENT

SUPERINTENDENT, WASTE WATER TREATMENT PLANT

DEADLINE MARCH 23, 2018

The Town of Cheshire invites highly qualified applicants to apply for the position of **Superintendent, Waste Water Treatment Plant** (Job Grade: E-3; Salary Range as of 7/1/17 \$80,609 to \$122,405). Candidates should be available on or about June 1, 2018 in anticipation of vacancy created by retirement of incumbent. Successful candidate must possess the required Connecticut Wastewater Operator Class IV certification at the time of appointment.

The Superintendent reports to the Director of Public Works and Engineering, organizing, coordinating and supervising the operations of the Town's wastewater collection, treatment plant and pumping stations.

Job description (attached) may also be obtained from the HR Director/Assistant Town Manager for Human Resources at the Town Manager's Office, 84 South Main Street, Cheshire, CT 06410, Monday through Friday, 8:30 AM to 4:00 PM or on the Town web site at www.cheshirect.org. Interested candidates must submit a cover letter of interest, resume, salary history and three professional references to Louis A. Zullo, at the above address. The HR Director must receive applications no later than 4:00PM on Friday March 23, 2018.

The Town of Cheshire is an EEOE, M/F/D/V.

This job announcement has been posted and published in conformance with Section 5 of the Town of Cheshire Personnel Rules and Regulations.

cc:	Police	Town Garage	Parks Garage
	Senior Center	Fire	Library
	Parks and Recreation	Human Services	Collector of Revenue
	Town Clerk	WWTP	Animal Control
	Registrar of Voters	Assessor	Finance
	Planning	Building	Public Works
	Fine Arts	Town Manager	Economic Development
	Community Pool		

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 plan 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.

M: Job Descriptions/Superintendent WWTP 6-07